



Request for Proposal for Accounting Services - Homelessness Prevention & Benefits Access Projects (RFP No. HPBA-2024)

Alliance of Community Assistance Ministries, Inc. (ACAM) has recently received a contract award from the Texas Department of Housing and Community Affairs for homelessness prevention & housing stability projects and anticipates projects that are federally funded to assist individuals and family members to access various benefits and mainstream services.

Accordingly, ACAM hereby solicits proposals from qualified organizations.

RFP TIMELINE

Official Release Date: Wednesday, January 17, 2024 Full RFP posted at: https://acamweb.org/funding-vendor-opportunities/
Optional RFP Conference Friday, January 26, 2024 at 1:00 PM CST Registration required https://us02web.zoom.us/meeting/register/tZUoceqqj8qGdx7S6EDF4ZgYYcpxAje0IHj
RFP Questions Due by Tuesday, January 30, 2024 at 12:00 PM CST Please submit questions in writing to admin@acamweb.org with the subject line “RFP No. HPBA-2024 Questions Agency Name”
Answers to Written Question Posted Thursday, February 1, 2024 by 5:00 PM CST
Proposals Due: Wednesday, February 7, 2024 by 12:00 PM CST
Anticipated Preliminary Award Announcements: Thursday, February 15, 2024 by 5:00 PM CST
Addenda and answers to questions will be posted at https://acamweb.org/funding-vendor-opportunities/

Responses to this RFP should be emailed to
Bren Gorman, Resource and Program Development Director
admin@acamweb.org.

The proposal cover sheet must be signed and dated by an authorized representative of the proposing firm.

Late proposals will NOT be accepted. Proposals must be received via email by the due date. If all or any portion of a response submitted is received late or is otherwise non-responsive due to equipment failure or operator error, the response or the applicable portion of the response will not be considered. In addition, ACAM is not liable for equipment failure or operator error.

The Alliance of Community Assistance Ministries, Inc. (ACAM) hereby requests proposals from accounting firms and/or contractors (“Contract Accounting Firm”) to perform accounting services for a one-year period, with the potential of being extended up to four additional years. Contracts may be renewed for subsequent time periods by mutual written agreement not to exceed four renewal (4) years. In addition, contractors may be selected to serve under multiple, concurrent, and/or intersecting projects based on the availability of funding. Proposers would answer the RFP based on the details outlined in this request only. The one-year period is anticipated to begin March 1, 2024 for ACAM Housing Stability Services and Benefits Access Programs funded through various private and government sources. We invite you or your firm to submit a proposal by **Wednesday, February 7, 2024 by 12:00 pm CST** for consideration. Proposals will be held in confidence and not released in any manner until after the contract(s) are awarded.

I. ACAM Information

ACAM is a 501(c)(3) nonprofit management support organization (MSO) with the mission to “advance collaboration to create community-wide solutions for thriving nonprofits, neighborhoods, and families.” ACAM assists nonprofit organizations through high-impact collaboration, technical assistance and organizational development. ACAM has a challenging role with responsibilities to two sets of clients: the nonprofits to which ACAM provides capacity building assistance; and the funding community, which expects measurable results from its investment in these programs.

II. Project Summary

ACAM has been awarded Homelessness Prevention (HP) funding from the U.S. Department of Housing and Urban Affairs (HUD) & Housing Stability Services (ERA HSS2) funding from the U.S. Department of the Treasury through the Texas Department of Housing and Community Affairs (TDHCA) and anticipates receiving funding from other government sources to support public and mainstream benefits application assistance services. The total value of these contracts is estimated at:

- **ERA HSS2 extended term estimated at \$300,000 3/1/24-7/31/25**
- **Benefits Application Assistance Services Program estimated at \$2M 3/1/24-11/30/26**

For these contracts and any other Homelessness Prevention, Housing Stability, and Benefits Access projects, most of the funding is designated for direct service of clients receiving services such as street outreach, emergency shelter, homelessness prevention and benefits application services, as well as data analysis and administration. Some direct services to clients including case management and benefits navigation are provided by contracted services providers (herein “Contract Service Providers”). ACAM receives a portion of the contracts to coordinate the fiscal and program monitoring of all awarded funds received. Each Contracted Service Provider is procured through a competitive RFP process. Each project involves the monitoring of expenditures from multiple Contract Service Providers and the review of invoices. Bookkeeping activities are generally classified as an administrative cost to the program. Often the administrative costs are capped at approximately 3% of total program costs. ACAM may be required to match any funds expended dollar for dollar, which includes in-kind from Contracted Accounting Firm(s). The historic cost of accounting services is approximately \$422 to \$450 per month per organization including ACAM as one of the project sites.

III. RFP Timeline

RFP Release Date	Wednesday, January 17, 2024
Optional RFP Conference	Friday, January 26, 2024 at 1:00 PM CST
Deadline to submit questions in writing	Tuesday, January 30, 2024 at 12:00 PM CST
Answers to written questions posted	Thursday, February 1, 2024
Proposals Due	Wednesday, February 7, 2024 at 12:00 PM CST
Preliminary Award Notification	Thursday, February 15, 2024
Estimated Contract Term Year 1 Start	Friday, March 1, 2024

IV. Scope of Accounting Services (Scope of Work) and Minimum Qualifications

- A. Responses shall not be considered for further evaluation unless they are in compliance with all of the following criteria. The respondent:
 - 1) Shall be an independent auditor properly licensed for public practice in Texas.
 - 2) Shall be knowledgeable of generally accepted government auditing standards (GAGAS) and generally accepted accounting principles (GAAP).
 - 3) Shall not have a record of substandard work and have passed their most recent Peer Review satisfactorily.
 - 4) Professional credentials relevant to the scope of work (such as CPA, CISA, CIA, CFE, CGAP).
 - 5) Supervisors should have 4-6 years audit experience and the audit team members must have at least two years of experience in auditing and accounting, or other related areas.
 - 6) Shall submit a response that complies with the requirements of the request for qualifications.
- B. ACAM has separate bank accounts to manage federal program funds, and currently utilizes QuickBooks Premier Nonprofit 2020. ACAM’s primary operating accounting firm processes other operating monthly transactions and produces all necessary reports. The accounting work for ACAM’s operations is not a part of this RFP. For ACAM’s government-funded projects, ACAM has set up separate company files and contracted

firms will provide ACAM's operating accountant with monthly journal entries to account for activity related to the government-funded projects. Separate classes and a chart of accounts are set up for ACAM's Homelessness Prevention (HP) and Housing Stability Services (HSS) Programs. Proposers shall assist in the development of a chart of accounts and reporting templates for the Benefits Access Services Program.

- C. ACAM provides each Contract Service Provider with a monthly reporting format that includes a detailed summary of all transactions by predetermined accounts. Each Contract Service Provider and ACAM utilize a unique set of revenue and expense accounts and submit all supporting documents with each monthly invoice for services rendered. The goal is to maintain the ability to report expenditures by organizations while efficiently producing consolidated monthly transaction and expense reports. A sample chart of accounts and HP and HSS programs and financial policies and procedures will be posted at <https://acamweb.org/funding-vendor-opportunities/>. The selected Contract Accounting Firm will be responsible for reviewing funder regulations, guidelines and other publications to ensure compliant financial monitoring and reporting of government funded projects.
- D. The Contract Accounting Firm shall submit monthly expenditure reports with detailed transactions coded utilizing the predetermined accounts. Once fully reviewed and consolidated, project total expenses are reported in the program specific subsidiary QuickBooks file and recorded in ACAM's operating QuickBooks file communicated in journal entries to ACAM's operating accounting firm. ACAM's operating accounting firm has set up a reporting format to ensure the proper detail is maintained without requiring the manual re-entry of data into ACAM's operating system.
- E. The Contract Accounting Firm will be required to review each Contract Service Providers' and ACAM's monthly reports to ensure that sufficient supporting documentation has been provided for the transactions. ACAM requires Contract Service Providers to submit all reports and supporting documents electronically. Supporting documents include, but are not limited to, payroll reports, copies of checks, leases to support rent payments and project-specific timesheets. The Contract Accounting Firm will provide technical assistance to Contract Service Provider representatives to assist in correcting any deficiencies or errors. Once reviewed, the Contract Accounting Firm will ensure that the reviewed and finalized reports for submission to the funders and all finalized backup documentation are provided to ACAM electronically.
- F. The Contract Accounting Firm will be required to ensure that (1) the transactions properly import into QuickBooks, and (2) monthly reports are produced for ACAM as well as each Contract Service Provider including, but not limited to, General Ledger, Project Specific Financial Statements and signed invoices for the proper payment of each organization.
- G. The Contract Accounting Firm will draft the final Monthly Expenditure Report (MER) in the respective funder's contractor system/grant reporting system for review and the ACAM CEO will provide final approval and submit the report.
- H. All records will be maintained by the Contract Accounting Firm in accordance with ACAM's policies and procedures for the duration of the contract. In addition, the Contract Accounting Firm will provide reviewed and finalized records to ACAM not less than monthly. Any and all records will be surrendered to ACAM upon request.
- I. The Contract Accounting Firm will respond to requests for reports when monitoring, internal audits and external audits are in progress. The Contract Accounting Firm will

respond to requests for additional information and work with ACAM staff to collaboratively implement continuous quality improvement of reports and records.

- J. Estimated Transactions - ACAM contracts with one to eight Contract Service Providers on Homelessness Prevention (HP), Housing Stability Services (HSS), and other projects. The Contract Accounting Firm will have transaction activity with all parties. The expected number of monthly transactions will be approximately 30-40 per month per Contract Service Provider, including 10-20 for ACAM, for an estimated 100 to 300 total transactions per month depending on the project and the month. The historic cost of accounting services is approximately \$422 to \$450 per month per Contract Service Provider including ACAM as one of the project sites. The contract accounting firm relationship is a fee for service relationship and does not constitute a retainer arrangement; the contracted accounting firm will not be paid for months in which there is no program activity to report should a project start later than expected or end earlier than projected.
- K. Estimated Hours – ACAM expects the work in this RFP to involve approximately 5-10 hours per month per project with most of the monthly work occurring within a 10-day period each month, resulting in short turn-around times. Financial reports are due to the Contracted Accounting Firm approximately five to ten days before the consolidated report submission deadline to the funding source each month. **It is the Contractor's responsibility to follow up with Contract Service Providers to provide financial technical assistance if needed to meet monthly deadlines.** Any issues with the Contract Service Providers' timeliness shall be reported to ACAM immediately. The Contract Accounting Firm will be responsible for drafting the MER and allowing sufficient time for the CEO to approve it. Weekends and holidays will need to be considered in determining when documents are due to get reports to the funder on or before the deadline for each month. Consolidated reports and reporting to funders will be due on or before a specific date of each month. The Contract Accounting Firm is expected to add all internal and external deadlines to their calendar and budget project time accordingly.

Confidentiality

The Contract Accounting Firm acknowledges that they may be party to information that is sensitive and/or considered confidential by ACAM ("Confidential Information"). The Contract Accounting Firm agrees that they will not at any time use or disclose to anyone any information which is designated in writing as Confidential Information by ACAM without prior written consent from ACAM, unless required by judicial, administrative, or other governmental proceeding or court order. Confidential Information shall not mean information which is known to the trade, can be ascertained by the general public or is disclosed by third parties through no fault of the Contract Accounting Firm. The Contract Accounting Firm shall return all materials containing Confidential Information to ACAM upon termination of services for this project, if selected.

Term of Accounting Services

The contracts for the first set of projects for accounting services is expected to commence on March 1, 2024. At the end of each project, both ACAM and the Contractor Accounting Firm will have the option to terminate or renew this contract and renegotiate the fee for continued accounting services for similar services by mutual agreement. Such a condition will be executable with at least thirty days' notice to the other party. Contracts may be renewed for subsequent time periods by mutual

written agreement not to exceed four (4) years. In addition, contractors may be selected to serve under multiple, concurrent, and/or intersecting projects based on the availability of funding.

V. Content of Submission

The following is a description of the minimum information which must be supplied by Contractors in their proposals. It is open to all Contractors to give such supplementary facts or materials that they may be considered in the evaluation of the proposal submitted. Proposals that omit critical elements may be considered non-responsive. All pages of the application must be numbered. Responses to this RFP shall be limited to 6 narrative pages excluding the proposal cover sheet and attachments listed. The narrative response must be typed in 12-point font single spaced. Application packages must contain, at a minimum, the following information and materials:

1. Proposal cover sheet signed and dated by a Certifying Representative. This document shall be placed in front of the proposal (see page 12 for format).
2. Narrative response including fee proposal table limited to no more than 6 pages formatted as described below.
3. Certifications held, and résumés of the staff to be assigned to the program.
4. Submit dated proof that applicant is not excluded from doing business on the federal level:
 - Select “Search Records” on the Federal System for Award Management (“SAM”) website located at <https://sam.gov/content/home> (Note that this is a free service).
 - Select “Entity Information” click “All Entity Information” and toggle to “Exclusions”. Type the name of the applicant followed by an asterisk (the “*” symbol) in the “Search Exclusions” bar.
 - If your search yields no matches found, this is sufficient for the debarment check and can be saved by printing to pdf.
5. Submit dated proof that applicant is not on the State of Texas debarred vendor list by screenshotting or printing to .pdf from <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>
6. Demonstrate ‘ACTIVE’ tax account status using the Texas Comptroller Taxable Entity Search at <https://mycpa.cpa.state.tx.us/coa/search.do>
7. Historically Underutilized Business (HUB) certification, if applicable.

VI. In the narrative response, please address the following in order:

1. Executive Summary

Provide a brief summary of the firm’s approach to the work associated with the requested services demonstrating an understanding of the scope of work required and unique or innovative approaches to be utilized in performing these services.

2. Experience and Qualifications

Describe how long the accountant or accounting firm has been in business under the present name and structure. Provide any other names under which the firm has done business and the dates it operated under each name and the locations at which it operated under each name.

Describe the accountant or accounting firm's experience in conducting comparable services, similar in scope to ACAM's requested services, during the most recent five-year period. Explain experience in recording match and leveraging funds for federal grants programs. Provide a list of companies or governmental organizations to which your firm is/are currently providing services. If this does not include at least three (3) entities, then provide the names of the entities for which similar services have been provided.

For each entity include:

- a. The term (beginning and ending dates) of your contract agreement(s).
- b. A brief description of the scope of work.
- c. The name, address and telephone number of the individual that administered your contract(s).
- d. Explain the roles performed by the proposed personnel in the previous projects.

Provide the qualifications and experience the firm has in the various categories described above in the Scope of Work, Board Certifications held, and résumés of the staff assigned to do this work. List all key members of the firm that will be committed to this application. Indicate the function of each individual who will provide services under the application.

Documented evidence of the respondent firm's qualification for this work and capacity to perform the work should be described within the proposal, including certifications and/or licenses as appropriate and information about prior contracts similar to that being solicited. The respondent must demonstrate the capability to perform the above stated accounting and consulting services in accordance with generally accepted accounting principles, applicable OMB circulars, and other procedures as stated in applicable U.S. Department of Housing and Urban Development handbooks. The respondent firm must also be available to support ACAM during its annual independent audit and funder program audit(s)/desk review(s)/program monitoring(s) to answer any program-related financial questions and produce requested reports and/or supporting documents. Such support will be limited to the requests for information on the Homelessness Prevention, Housing Stability Services and Benefits Access projects. In addition, the respondent must be skillful in the use of Microsoft Office Excel and QuickBooks Premier for Nonprofits 2020.

3. Task/Activity Plan

The Contractor will specify budgeted hours and timetable for accounting services for each monthly cycle. Respondent shall describe how the firm plans to address the needs of each programs/projects and ensure timely and accurate submission of reports to ACAM and the funding sources. Describe how the respondent firm will work with project staff to provide technical assistance. The respondent will state how they will carry out contract requirements in the event of an illness or other circumstance that may limit the Contractor's ability to complete the work requested in this RFP.

4. Estimated Fees

Please state the proposed contract fee for providing accounting services for ACAM's Homelessness Prevention, Housing Stability Services and Benefits Access projects. The Contractor will only be allowed reimbursement of the maximum contracted amount agreed upon by both parties. Any additional expenses, unless agreed upon by ACAM in writing, will be the sole responsibility of the Contract Accounting Firm above the set maximum

agreed-upon fee. Also, estimated state fees for the subsequent four years, under existing conditions, if ACAM were to request an extension and/or renewal of the same or similar projects.

The Contractor shall provide:

- 1) A cost per hour (hourly rate) that is to completion and not to exceed the cost per hour proposed;
- 2) Estimated hours per month per contract service provider;
- 3) A total monthly fee per contract service provider;
- 4) Any monthly estimated in-kind or pro bono services per contracted service provider;
- 5) Total cost per project assuming 12 months and 3 project sites (contracted service providers) (Monthly Fee less in-kind x3 sites x12 months); and
- 6) Total estimated in-kind or pro bono services assuming 12 months and 3 project sites (Monthly in-kind x3 sites x12 months).

The fees negotiated with the selected Contract Accounting Firm shall be inclusive of all fees.

The Contractor’s fee will be considered in addition to other technical factors in determining the offer most advantageous to ACAM. Because ACAM has limited resources, innovative and creative fee arrangements proposed by the respondent that minimize risk and cost to ACAM will be considered favorably. Respondents shall provide complete information on any in-kind/pro bono services which may be provided in the course of providing services.

ACAM requests that proposers submit the proposed fees for each project listed in page 2 of this RFP. A sample format has been provided below.

Currently Awarded or Anticipated Projects	Standard Hourly Rate	Proposed Rate	Monthly Billable Hours per contract service provider	Proposed Pro Bono Hours per contract service provider	Total Proposed Monthly Cost per contract service provider	Monthly pro bono \$ Amount per contract service provider	Total cost per project*	Total estimated in-kind or pro bono services*
Homelessness Prevention, e.g. ESG								
Housing Stability, e.g. ERA HSS								
Benefits Access Services, e.g. ARPA funded								

***Assuming 12 months and 3 project sites**

Basis of Proposal

The successful respondent(s) will be expected to execute a standard professional service contract with ACAM based on the proposal materials submitted and the requirements of this RFP and any future addenda thereto.

Respondents are advised to check that all parts of this RFP package have been received. Respondents shall be responsible for informing themselves with respect to all conditions, which might in any way affect the cost or performance of any of the work. Respondent(s) assumes risk for any conditions which might in any way affect the cost or performance of any of the work, and no relief shall be given for errors or omissions by the respondent(s).

Confidentiality of Proposals

All proposals and information concerning same shall remain confidential until all negotiations are completed and the preliminary notice of award is issued. Therefore, any part of the application that is not considered confidential, privileged, or proprietary under any applicable Federal, State or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the respondent that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposals despite anything contrary to this provision stated in the application. A payment schedule will be negotiated with selected contractor(s). ACAM reserves the right to offer a contract award greater or less than the amount requested in the proposal.

Unauthorized Sub-Contracting Prohibited:

The Proposer shall identify whether any subcontractors will be used, if awarded, and/or if the Proposal is a joint venture with another firm. The successful Proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the Contract) without the prior written consent of ACAM. Any purported assignment of interest or delegation of duty without the prior written consent of ACAM shall be void and may result in the cancellation of the Contract with ACAM or may result in the full or partial forfeiture of funds paid to the successful Proposer as a result of the proposed Contract as determined by ACAM.

VII. Conditions for Submission of Proposal

All proposals in response to this request must meet the following conditions to be considered:

- The respondent must address each of the accounting service requirements as stated in this Request for Proposal and describe their proficiency in Microsoft Excel and QuickBooks Premier for Nonprofits 2020.
- The respondent shall submit information indicating if the respondent firm is a Historically Underutilized Business (HUB).
- The respondent shall furnish such additional information that ACAM may reasonably require to provide a comprehensive proposal review.
- ACAM will not be liable for any cost incurred in the preparation of proposals.
- The firm selected to provide these accounting services will not be eligible to perform the annual audit of ACAM, which will be covered under a separate, subsequent Request for Quote or Proposal.

VIII. Proposal Evaluation Criteria

Selection of a successful Contractor(s) will be at the sole discretion of ACAM. If a contract is awarded, it will be awarded to the responsible firm(s) or individual(s) whose qualifications, price and other factors are deemed most advantageous to ACAM. Additionally, ACAM shall have the right to reject any proposals at its discretion and to negotiate portions thereof.

An evaluation team will be established to review Contractor responses to this RFP. Proposals will be evaluated by, but not limited to, the following criteria:

Evaluation Criteria	Maximum Points
1. Respondent's compliance with all specifications and/or other requirements contained in this RFP	15
2. Relevant experience and qualifications	20
3. Reasonableness of contract price	40
a. Project Cost per contracted service provider (Not to Exceed)	
b. Other services	
c. Hourly Rate	
4. Respondent's capacity to provide services	10
5. Respondent's experience with applicable State of Texas and Federal accounting regulations	15
Total Points	100

During the proposal evaluation, ACAM reserves the right to call for supplementary information from Respondents and to meet with Respondents' representatives listed in the application to clarify points of uncertainty or ambiguity. Respondents agree to cooperate fully and promptly in providing supplementary information or accepting meeting requests.

Proposals will be evaluated and ranked according to the points received. The highest ranked Respondents may be invited for an interview. Respondents should be prepared to discuss the proposed scope of work, including availability of equipment and staffing, accounting and payment procedures, schedules, qualification of subcontractors proposed for portions of the work, and other such items as are directly related to the proposal. ACAM will not be liable for the costs incurred by the Contractor in connection with attending a meeting or interview. Failure of a Contractor to respond to a request for additional information or clarification could result in rejection of the Contractor's proposal.

IX. Submission

Submit proposals by email to Brem Gorman, Resource and Program Development Director, at admin@acamweb.org no later than **Wednesday, February 7, 2024 at 12:00 PM CST**. Proposals received late or incomplete will not be considered. The timestamp on the recipient email will serve as the official time of submission. Early submissions are encouraged to avoid delivery issues. ACAM is not responsible for errors that may occur that prevent the timely arrival of proposals by email.

Assistance – ACAM will not provide assistance to any respondent in the preparation of a proposal, but will, however, entertain questions through **Tuesday, January 30, 2024 at 12:00 PM CST**.

solely for the purpose of clarification of any instruction contained in this request. Please direct questions to Brem Gorman, Resource & Program Development Director, at admin@acamweb.org. Questions will not be accepted thereafter.

X. Grievance Procedures

Grievances arising from this RFP shall be processed in accordance with the posted Grievance Policy. This policy is posted to the ACAM website at <https://acamweb.org/funding-vendor-opportunities/>.

ACAM RFP HPBA-2024 Proposal Cover Sheet

Organization (Offeror) Name and Address	Proposal Contact
Phone Number	RFP No. HPBA-2024
Email Address	EIN OR TAX ID Number
Cage Code	Annual Budget
Unique Entity ID	# of Employees
<p>Name & Title of Certifying Representative. Note: “Certifying Representative” means the individual who may legally submit proposals for the agency and enter into agreements (i.e. the Chairman of the Board of a social service agency). You may identify a different contact person.</p> <p>Name: _____ Title: _____</p>	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

AND

The undersigned, as Proposer, certifies that the Proposer has not, either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competition in connection with this contract. The Proposer certifies they have not and will not participate in the development, review, and/or selection process.

Signature of Certifying Representative	Date
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