

**CENTRAL VALLEY LOW INCOME HOUSING CORP.
REQUEST FOR PROPOSALS (RFP) NO. 2023/24-03:
FEDERALLY COMPLIANT SINGLE-AUDIT, TAX-PREPARATION
FOR 501c3, and CERTIFIED PUBLIC ACCOUNTANT SERVICES**

RFP Document

**RFP# 2023.24-03
FEDERALLY COMPLIANT SINGLE-AUDIT, TAX-PREPARATION FOR
501c3, and CERTIFIED PUBLIC ACCOUNTANT SERVICES**

BY

CENTRAL VALLEY LOW INCOME HOUSING CORP.

("CVLIHC")

**2341 W. MARCH LANE, STE. 350
STOCKTON, CA 95207**

RFP Posted: Friday, Sept. 1

Questions Deadline: 4:00 p.m. Friday, Sept. 15

Deadline: 4:00 p.m. Friday, Sept. 29

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INTRODUCTION

Central Valley Low Income Housing Corp. (CVLIHC) is a non-profit 501(c)(3) located in Stockton, Calif.

For more than 20 years, CVLIHC has provided and advocated for safe, affordable, and supportive living environments for residents of San Joaquin County who are homeless and at risk of homelessness, including those with disabling conditions. Our diverse and dedicated team blends a mission-driven approach with decades of collective experience resulting in successful programs that continue to build a brighter future for our clients and our community.

CVLIHC oversees a multi-million-dollar budget, resulting in the distribution of significant resources to the local economy in support of those who are at risk of homelessness or are homeless. Through a variety of federal, state, and local programs, as well as partnerships with other agencies and businesses, we currently assist more than 1,000 people each month and 2,000 people annually with housing, shelter, and services in San Joaquin County.

Our projects include:

- Permanent Supportive Housing rent support
- Rapid Re-Housing rent support
- Homelessness Prevention rent support
- 40 units of owned Permanent Supportive Housing (Town Center Studios)
- 8 houses with 27 units of Permanent Supportive Housing (SPICE)
- Non-congregate Emergency Shelter
- Case Management and Wraparound Support Services
- Administration of the Homeless Management Information System in San Joaquin County



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CVLIHC has been San Joaquin County's primary provider of Permanent Housing to homeless households for more than 20 years. Since 1999, CVLIHC has provided Permanent Supportive Housing, Transitional Housing, Rapid Re-Housing, and Homelessness Prevention dedicated to persons experiencing homelessness through grants from the Continuum of Care Program Competition and Emergency Solutions Grants programs. CVLIHC works with Behavioral Health Services in providing housing services to BHS clients including those who are dually diagnosed, provides temporary and permanent housing to participants in the County's HousingWorks program through First5, and administers three additional temporary and permanent housing programs in partnership with Public Health and the Human Services Agency.

CVLIHC has administered Housing Prevention, Rapid Re-Housing, and Landlord Incentives projects funded by state of California Homeless Emergency Assistance Program, California Emergency Solutions and Housing, and Homeless Housing Assistance and Prevention efforts.

CVLIHC is also a Community Housing Development Organization. CVLIHC is the owner of eight single-family houses used as Permanent Supportive Housing known as the SPICE houses. CVLIHC is the owner, through its role as Managing Partner in Town Center Studios LP, of a 40-unit complex used as Permanent Supportive Housing known as Town Center Studios, which was made possible through the first award of Project Homekey funds in San Joaquin County.

CVLIHC is a partner in the Turnpike Commons and Calaveras Quarters permanent housing projects in partnership with the Housing Authority of San Joaquin/Delta Community Developers Corp., STAND Affordable Housing, and others.

CVLIHC is also the only Homeless Management Information System Lead Agency in the history of the local Continuum of Care in San Joaquin County (CA-511), and continues to meet all locally and federally required tasks associated with managing and operating a viable HMIS, including overseeing Point in Time Counts of Sheltered Homeless individuals, Housing Inventory Counts, Longitudinal Systems Analysis, and HDIS reports.

In collaboration with our partners, CVLIHC serves our clients with a dedicated mission of providing permanent housing opportunities to help individuals and families exit homelessness permanently.

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**Introduction to FEDERALLY COMPLIANT SINGLE-AUDIT, TAX-PREPARATION FOR 501c3, and CERTIFIED
PUBLIC ACCOUNTANT SERVICES:**

In keeping with the goals of CVLIHC to provide permanent housing opportunities to those who are experiencing homelessness, CVLIHC seeks qualified entities to provide the following services, known hereafter as “the Project”.

- Annual Single-Audit of Central Valley Low Income Housing Corp. and any subsidiaries, Partnerships, or Corporations for which CVLIHC is a Managing/General Partner
- Tax preparation and tax filing services for CVLIHC by all deadlines required of the Internal Revenue Service, State of California, and Board of Equalization
- Applications on CVLIHC’s behalf for tax exemptions for property(ies) owned by CVLIHC and any subsidiaries, Partnerships, or Corporations for which CVLIHC is a Managing/General Partner
- Annual establishment of a Financial Procedure document detailing CVLIHC’s fiscal procedures, checks, balances, and safeguards
- Financial advice and guidance
- Other duties typical of a Certified Public Accountant

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RFP INFORMATION AT A GLANCE

| | |
|---|--|
| CVLIHC CONTACT PERSON | Jon Mendelson, Executive Director jmendelson@cvlihc.org |
| HOW TO OBTAIN THE RFP DOCUMENTS ON THE INTERNET | 1. www.cvlihc.org/Proposals |
| QUESTIONS DEADLINE | 4 p.m. PDT FRIDAY, Sept. 15, to the CONTACT PERSON |
| HOW TO FULLY RESPOND TO THIS RFP | Submit (1) “hard copy” proposal to the CVLIHC office, 2431 W. March Lane, Ste. 350, Stockton, CA 95207 |
| PROPOSAL SUBMITTAL DEADLINE | 4 p.m. PDT Friday, Sept. 29, at the CVLIHC office, 2431 W. March Lane, Ste. 350, Stockton, CA 95207 |
| ANTICIPATED APPROVAL BY CVLIHC | Friday, Oct. 6. |

1.0 CVLIHC RESERVATION OF RIGHTS:

- 1.1 CVLIHC reserves the right to reject any or all proposals, waive any informalities in the RFP process, extend the RFP process, or terminate the RFP process at any time if deemed by CVLIHC to be in its best interest.
- 1.2 CVLIHC reserves the right not to award a contract pursuant to this RFP.
- 1.3 CVLIHC reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful Proposer(s).
- 1.4 CVLIHC reserves the right to determine the work schedule and locations that the successful Proposer(s) shall provide the services described in this RFP.
- 1.5 CVLIHC reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days after the deadline for receiving the proposals without the written consent of the CVLIHC.
- 1.6 CVLIHC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.7 CVLIHC shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP.



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- 1.8 CVLIHC shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a Proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

2.0 BACKGROUND:

Central Valley Low Income Housing Corp. (CVLIHC) provides housing and support services to households that are homeless or at risk of homelessness throughout San Joaquin County, Calif. Its fiscal year is from July 1 through June 30.

CVLIHC operates primarily on federal and state grant funding as a subrecipient of San Joaquin County, San Joaquin Continuum of Care, and City of Stockton. As a subrecipient, CVLIHC is required to complete an annual Single Audit and demonstrate sound financial practices.

Further, various projects operated by CVLIHC are required to meet regulations of certain programs, including but not limited to Continuum of Care Program Competition, Emergency Solutions Grant, Community Development Block Grant, HOME, Mental Health Services Act, Homeless Housing Assistance and Prevention, and more. Requirements for funding sources for these programs are set by the federal and state governments, most typically Housing and Urban Development (federal) and Housing and Community Development (state); local recipients of funding may also have additional individual requirements.

CVLIHC currently operates more than 30 separate contracts for funding from these sources. All contracts must be tracked, invoiced, and accounted for separately. CVLIHC engages in Class-based accounting in order to ensure that expenditures are tracked correctly and are eligible for each individual funding source.

CVLIHC seeks services associated with the Project in order to meet all federal, state, and local requirements to continue to operate and obtain ongoing federal and state funding.

3.0 PROJECT DESCRIPTION:

This RFP is in service of CVLIHC's overall operations as a 501c3 nonprofit that relies exclusively on government funding contracts for its operation.

3.1 Annual Single Audit:

3.1.1 Single Audit of Central Valley Low Income Housing Corp. that meets the standards outlined in [2 CFR 200.501](#).

3.1.2 Audit should include CVLIHC, as well as any and all subsidiaries, Partnerships, and Corporations for which CVLIHC is the

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Managing/General Partner

3.1.3 The Proposer will work with CVLIHC in order to ensure The Proposer has all information needed to complete the tasks required for this Service.

3.2 Tax preparation and filing services:

3.2.1 CVLIHC requires preparation and submission of Form 990 and other forms as required of a nonprofit corporation to the Internal Revenue Service, State of California, Franchise Tax Board, etc.

3.2.2 The Proposer will be responsible for submitting all proper forms, extensions, etc., accurately and on time.

3.2.3 The Proposer will work with CVLIHC in order to ensure The Proposer has all information needed to complete the tasks required for this Service.

3.3 Applications for tax exemptions

3.3.1 CVLIHC and partnerships and corporations for which it is the Managing/General Partner own several parcels of real property, and require filing of initial and annual paperwork to ensure properties remain exempt from property tax and other taxes; any partnerships and corporations CVLIHC is a member of are formed exclusively of nonprofit agencies and are therefore also tax-exempt organizations

3.3.2 The Proposer will be responsible for submitting all proper forms and paperwork to ensure CVLIHC and its partnerships and corporations continue to received these tax-exempt benefits to which it is entitled by law

3.3.3 The Proposer will work with CVLIHC in order to ensure The Proposer has all information needed to complete the tasks required for this Service.

3.4 Financial Advice and Guidance

3.4.1 CVLIHC requires, from time to time, CPA advice related to financial and/or legal actions, including but not limited to assistance with accounting and recording of transactions, positioning on real estate deals, negotiations of contracts

3.4.2 The Proposer will work with CVLIHC in order to ensure The Proposer has all information needed to complete the tasks required for this Service.

3.5 Other Duties as typical of a Certified Public Accountant

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4.0 SCOPE OF SERVICES:

- 4.1 **Work Identification Services:** Proposer will identify the work to be performed for each of the Project Descriptions. Proposer will clearly identify how the work to be performed conforms to applicable federal and state requirements for projects funded with public funding and in accordance with CVLIHC's stated vision. Proposer may choose to respond to both Project Descriptions or only one Project Description, depending on the Proposer's self-determination of capacity and expertise.
- 4.2 **Timeline:** CVLIHC desires to enter a multiyear partnership with a qualified Proposer. CVLIHC will consider contract terms for Services for between 1 year and 5 years.

5.0 PROPOSAL FORMAT:

- 5.1 **Proposal Submittal:** To demonstrate experience, the Proposers shall submit a Statement of Qualifications (SOQ) Proposal relevant to any and all Project Descriptions to which the Proposer is answering.

Proposal submittals shall contain the following information:

- **Capabilities and Knowledge** The Proposer's experience with similar projects and ability to understand and execute the project, including knowledge of federal and state requirements for the requested services to meet the needs of the proposed housing development project.
 - **Capacity and Physical Abilities** The Proposer's physical, managerial and financial capacity to deliver the proposed services, including ability to meet any and all reporting requirements associated with funding requirements.
 - **Financial Viability** The financial ability to carry out the project.
- 5.2 **Budget and Contract:** Proposer shall submit estimates of scope of work according to Section 4.1 and a budget for each individual Project Description.

These may be in the form of a line-item proposal, or potential contracts with appropriate line-item estimates.

6.0 PROPOSAL SUBMISSION:

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- 6.1 Proposal Submission:** All proposals must be submitted and received in CVLIHC Office by no later than the submittal deadline stated or within any ensuing addendum. Submit one (1) original copy to:

CVLIHC Office
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2431 W. March Lane, Ste. 350
Stockton, CA 95207
Attention: Jon Mendelson

- 6.2 Submission Responsibilities:** It shall be the responsibility of each Proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth in all applicable documents issued by CVLIHC, including the RFP document, the documents listed within the RFP, and any addenda and required attachments submitted by the Proposer. By virtue of completing and submitting the completed documents, the Proposer is stating their agreement to comply with all conditions and requirements outlined in those documents. Written notice from the Proposer not authorized in writing by CVLIHC to exclude any of CVLIHC requirements contained within the documents may cause the Proposer to not be considered for award.
- 6.3 Proposer's Responsibility-Contact with CVLIHC:** It is the Proposer's responsibility to address all communication and correspondence pertaining to this RFP process to the proper CVLIHC contacts. The Proposers may not make inquiries or communicate with any other CVLIHC staff member or official (including members of the Board of Commissioners/Directors) pertaining to this RFP. Failure to abide by this requirement may be cause for CVLIHC to not consider a proposal submittal received from any Proposer who may have not abided by this directive.
- 6.4 Attachments:** It is the responsibility of each Proposer to verify that the Proposer has satisfied all aspects of this RFP.

7.0 PROPOSAL EVALUATION:

Evaluation Method: CVLIHC will evaluate each proposal submitted in accordance with the procedures shown within CVLIHC's Procurement Policy.

- 7.1 Restrictions:** All persons having familial (including in-laws) and/or other conflicts of interest will be unable to evaluate the Proposal. Similarly, all persons having ownership interest in and/or contract with a proposing entity will be excluded from participation in the evaluation.

An evaluation committee shall review the submittals based on the

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evaluation criteria in Section 7.2 of this RFP. The selected Proposer(s) shall be recommended to CVLIHC’s Executive Director for final approval of a contract to execute the project.

7.2 Evaluation Criteria: The following factors will be utilized by CVLIHC to evaluate each proposal submittal received:

| NO. | MAX POINT VALUE | CRITERION DESCRIPTION |
|----------|------------------|---|
| 0 | Threshold | <u>Certified Public Accountant</u> <u>Experience with nonprofit corporations</u> <u>Experience with meeting 2 CFR 200.501 requirements.</u> |
| 1 | 20 points | <u>Capabilities and Knowledge*</u> Each Proposer shall be evaluated on its demonstrated capabilities, knowledge and experiences to provide the requested services outlined in this RFP. |
| 2 | 20 points | <u>Capacity and Physical Abilities</u> Each Proposer shall be evaluated on its demonstrated ability to organize and physically execute the services outlined in this RFP. |



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| | | |
|----------|-------------------------|---|
| 3 | 10 Points | <u>Financial Viability</u> Each Proposer shall be evaluated on its financial capacity and ability to execute the project. |
| 4 | 5 points (bonus) | <u>Other Considerations</u> CVLIHC will consider previous experience with homeless housing projects, etc., in its evaluation. |
| 5 | 10 points | <u>Proposer Costs:</u> The Proposer shall be evaluated on the total and per-Project Description estimated cost. |
| | 60 points | Maximum Points |

* CVLIHC states a preference for Proposers that respond to both Project Descriptions.

8.0 CONTRACT AWARD:

8.1 If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

8.1.1 Upon final completion of the proposal evaluation process, CVLIHC’s Executive Director will provide final consideration and make the final decision to approve or reject the Proposal. The Executive Director will approve the award only if authorized to do so by the Board of Directors.

8.1.2 Assignment of Personnel: CVLIHC shall retain the right to demand and receive a change in personnel assigned to the work if CVLIHC believes that such change is in the best interest of CVLIHC and the completion of the contracted work. The Proposer shall select and employ the replacement personnel.

8.1.3 Unauthorized Sub-Contracting Prohibited: 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 CVLIHC’s Executive Director. Any purported assignment of interest or delegation of duty, without the prior written consent of the Executive Director, shall be void. It may result in the cancellation



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of the contract with CVLIHC.

8.1.4 Contract Period: The contract period shall be determined during contract negotiations. Contract Period will not exceed days agreed upon to ensure project funding is not impacted.

8.2 Licensing and Insurance Requirements: Prior to award (but not prior to submission of the proposal), the successful Proposer will be required to provide:

8.2.1 The Proposer shall provide CVLIHC with copies of any required current City, County, State, and/or Federal licenses. Failure to maintain these licenses in a current status during the term(s) of this contract shall constitute a material breach thereof.

8.2.2 If applicable, a copy of the Proposer's license issued by the State of California licensing authority allowing the Proposer to provide the services detailed herein.

8.2.3 The requested related information shall also be entered where provided for on the Profile of Firm Form. DO NOT ATTACH COPIES TO THE PROPOSAL SUBMITTED. CVLIHC will garner the necessary certificates from the successful Proposer prior to contract execution.

8.3 Contract Service Standards: All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal laws.