

## REQUEST FOR PROPOSALS (RFP)

### Fiscal Services

#### Woodhaven District Management Association (Woodhaven BID)

**Issue Date:** June 18, 2026

**Proposal Due Date:** July 6, 2026, by 5:00 PM

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### 1. INTRODUCTION

The Woodhaven District Management Association ("Client"), a not-for-profit 501(c)(3) corporation doing business as the Woodhaven Business Improvement District (Woodhaven BID), is seeking proposals from qualified firms ("Bidder") to provide comprehensive fiscal and accounting services under contract.

The contract term shall commence upon execution and continue through **June 30, 2027**, with an option to renew for one additional twelve (12) month period upon mutual agreement.

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### 2. PROPOSAL SUBMISSION PROCESS

Proposals may be submitted using one of the following methods:

#### Option A – Electronic Submission

Submit one electronic copy of the Proposal via email to:

**Cathy Williams, Executive Director**

Email: [woodhavenbid@gmail.com](mailto:woodhavenbid@gmail.com)

Subject Line: **Fiscal RFP**

Proposals must be received no later than **5:00 PM on Monday, July 6, 2026**.

#### Option B – Hard Copy Submission

Submit one hard copy of the Proposal by mail to:

Cathy Williams  
Woodhaven BID  
89-07 Jamaica Avenue  
Woodhaven, NY 11421

Bidders submitting a hard copy must also notify the BID by email at [woodhavenbid@gmail.com](mailto:woodhavenbid@gmail.com) that a proposal has been mailed. Proposals must be received no later than **Monday, July 6, 2026**.

### References

All Bidders must submit at least two (2) references from current or recent clients whose projects are similar in scope, size, and complexity to the services requested in this RFP. Contact information for each reference must be provided.



Experience providing fiscal services to Business Improvement Districts, merchant associations, nonprofit organizations, or similar entities is strongly preferred.

### Questions

Any questions regarding this RFP should be submitted by email to:

[woodhavenbid@gmail.com](mailto:woodhavenbid@gmail.com)

Client reserves the right to request additional information or materials necessary to evaluate a Bidder's qualifications, experience, and capabilities.

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### 3. SELECTION PROCESS

The Client will review all proposals for completeness, responsiveness, qualifications, and overall value.

Submission of a proposal constitutes the Bidder's consent for the Client to conduct inquiries and reference checks as deemed appropriate.

The contract will be awarded to the Bidder whose proposal is determined to be most advantageous to the Client, considering qualifications, experience, responsiveness, and cost.

The Client reserves the right to:

- Reject any or all proposals;
- Waive informalities or irregularities;
- Request additional information;
- Negotiate terms with one or more Bidders;
- Postpone or cancel this RFP at any time.

The Client shall not be responsible for any costs incurred by a Bidder in preparing or submitting a proposal.

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### 4. PROPOSAL FORMAT

Proposals must be organized in the following format. Failure to follow this format may result in disqualification.

#### A. Executive Summary

Provide:



### **i. Company Overview**

- Description of company structure;
- Years in business;
- Qualifications and experience of staff assigned to this engagement;
- Experience serving nonprofit organizations, Business Improvement Districts, or similar entities.

### **ii. Statement of Qualifications**

Explain why your firm is best qualified to provide fiscal services to the Woodhaven BID and include any additional information relevant to your proposal.

### **iii. Contact Information**

Provide:

- Company name;
- Proposal contact person;
- Mailing address;
- Telephone number;
- Email address.

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## **B. Fee Proposal**

The Woodhaven BID is open to either a fixed-fee arrangement or an hourly billing arrangement. The final structure will be negotiated and incorporated into the contract.

Please provide:

### **i. Fixed Annual Fee**

Provide the total annual cost to perform all services described in this RFP, including a monthly breakdown of equal installments.

The fee must include all costs associated with providing services, including administrative expenses, supplies, postage, and related costs.

### **ii. Hourly Rates**

Provide hourly billing rates for all personnel who may be assigned to this engagement.



### iii. Additional Fees

Identify any services not included in the proposed fee and any optional services the Bidder recommends.

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## 5. SCOPE OF SERVICES

### SHORT-TERM PROJECTS

The selected Bidder shall:

- Oversee the transfer of fiscal records, systems, and processes from the current service provider.
  - Advise the Board of Directors and Executive Director regarding fiscal policies and best practices, including:
    - Invoice processing;
    - Credit card and debit card procedures;
    - Employee reimbursement policies;
    - Internal controls and financial management practices.
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### ONGOING SERVICES

#### A. Accounts Payable & Accounts Receivable

- Process payment requests and accounts payable transactions.
- Enter transactions into QuickBooks Online.
- Maintain accurate and current financial records.

#### B. Audit Support

- Prepare audit work papers and supporting documentation.
- Coordinate directly with the BID's auditors.
- Ensure auditors receive all requested information by required deadlines.

#### C. Banking

- Reconcile all bank accounts and credit care monthly.
- Monitor assessment revenue deposits.



- Identify and report unusual or questionable transactions.
- Assist with treasury management and banking-related matters.

#### **D. Budgeting**

- Assist in preparing annual operating budgets.
- Provide year-over-year budget comparisons.
- Create and modify QuickBooks budget templates.
- Prepare and review grant and funding proposal budgets.
- Review proposed expenses, cost-saving measures, and assessment increase scenarios when requested by the Finance Committee or Board.

#### **E. Compliance & Financial Reporting**

- Prepare quarterly financial statements.
- Prepare balance sheet, income statement, cash flow reports, and other financial reports as requested.
- Complete annual City reporting requirements, including Budget, Board, and Contracts forms.
- Support compliance with nonprofit financial reporting requirements.

#### **F. Customer Service & Advisory Support**

- Maintain familiarity with the BID's finances and fiscal operations.
- Be available to answer questions from the Executive Director, Board, and Finance Committee.
- Attend Board and committee meetings when requested.
- Respond to urgent fiscal matters on the same business day whenever possible.
- Complete non-emergency requests within three business days.
- Notify the Executive Director promptly of any accounting discrepancies or concerns.
- Maintain digital records and provide copies upon request.

#### **G. Grants & Sponsorship Reporting**

- Prepare grant-related financial reports.
- Prepare general ledger reports, reconciliations, invoices, and supporting documentation for City Council and other government funding.
- Assist with sponsor reporting requirements as requested.



#### **H. QuickBooks Online**

- Maintain and optimize QuickBooks Online.
- Link and reconcile bank accounts.
- Coordinate payroll entries with ADP or other payroll providers.
- Enter payroll transactions into QuickBooks.
- Assist with account setup and modifications as needed.

#### **I. Miscellaneous Services**

- Perform additional fiscal, accounting, compliance, and reporting tasks as reasonably requested by the Client.

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### **6. MINIMUM REQUIREMENTS**

The successful Bidder shall demonstrate:

- Exceptional attention to detail and accuracy;
- Extensive experience with QuickBooks Online;
- Advanced spreadsheet and financial reporting skills;
- Ability to manage multiple deadlines and reporting requirements;
- Strong follow-through and project management capabilities;
- Experience supporting nonprofit organizations;
- Experience providing fiscal services to Business Improvement Districts, merchant associations, local development corporations, or similar organizations preferred;
- Ability to work collaboratively with boards of directors, finance committees, auditors, and executive leadership.

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### **7. CONTRACT AWARD**

The Woodhaven BID anticipates selecting a fiscal services provider shortly after the proposal deadline and entering into a contract as soon as practicable. The selected Bidder will be expected to begin transition and onboarding activities immediately upon contract execution.

The Woodhaven BID thanks all firms for their interest and looks forward to reviewing your proposal.