



Jeannine MacDonald  
Executive Director

Darlene Barber  
Chair

**REQUEST FOR QUALIFICATIONS  
Cumberland Empowerment Zone Corp.  
Accounting Services 2012**

**I. PROPOSAL PARAMETERS AND GUIDELINES**

- A. Submission Requirements.** All proposals must be presented in accordance with the requirements, format, and guidelines described in this Request for Qualifications (RFQ) document.
- B. Submission Deadline.** Interested entities must submit (3) copies of proposals no later than **4:30 PM, Friday, December 30, 2011**. Submittals should be addressed and delivered to:

Jeannine MacDonald, Executive Director  
Cumberland Empowerment Zone Corp.  
275 North Delsea Drive, 2<sup>nd</sup> Floor  
Vineland, NJ 08360  
(856) 696-5660, Ext. 202

The funding award for these services and project shall be made at the sole discretion of the Board of Directors of the Cumberland Empowerment Zone Corp. (CEZC). The CEZC is under no obligation to select any presented proposals. The CEZC may reject any or all applications. Funding is subject to all necessary approvals by federal, state and local agencies and their representatives.

- C. Interpretation and Addenda.** All questions, requests for interpretation, and comments shall be prepared in writing and submitted to Jeannine MacDonald at the above address. Answers to questions and clarifications from the CEZC, which will be sent to all parties having submitted questions, will be binding. Oral and other interpretations will be without legal effect.
- D. Funding.** The CEZC currently administers several grants from both public (ex., N.J. Dept. of Education, N.J. Dept. of Community Affairs) and private sources (ex., AT&T Foundation).

**II. OVERVIEW**

On April 16, 1998 the Federal government released rules for Round II of the Empowerment Zone Program. The Program targeted those communities with high levels of poverty and other indicators of social and economic distress, as defined by specific criteria in the rules. It was evident to representatives from Cumberland County and the cities of Bridgeton, Millville and Vineland that because each of the cities

constituted a small, urban area, the best chance each had for Empowerment Zone designation was to cooperate and submit an application jointly. The application was successful and in January 1999, Cumberland County became the first, county-led inter-municipal Empowerment Zone in the nation.

The CEZC was to receive \$100 million over a 10-year period and \$130 million in tax-exempt bond financing. Unfortunately, much of the Federal funding that was promised in conjunction with designation never materialized. The grant dollars actually received totaled \$25.6 million and the bond financing was somewhat complicated to use. Notwithstanding the decreased Federal funding, the CEZC was able to implement numerous economic and community development programs that have had a significant impact on its target communities. Over the last 10 years, the CEZC was able to build a substantial loan pool of \$6 million to assist local business; become a Community Development Financial Institution (CDFI); and provide the catalyst for industrial park development, airport facility construction and social and community building initiatives. Among its many accomplishments, the CEZC has leveraged more than \$236 million in new investment into the County, becoming a key player in local economic development efforts. In addition, the CEZC has been very successful in accessing funding and services for the region, including but not limited to \$2.5 million in funding under the Neighborhood Stabilization Program (Round I); over \$5 million in public and private grant funding for education programs such as a 21<sup>st</sup> Century Community Learning Centers Program and a High School Success Program; and a successful county-wide partnership with the Small Business Development Center.

The Federal Empowerment Zone Initiative ended in July, 2010. With such a significant level of accomplishment, CEZC officials undertook a strategic planning process to sustain and expand the work of the Empowerment Zone Program. The CEZC is proud of its achievements during the 10-year Federal Empowerment Zone initiative. Notwithstanding funding challenges, the CEZC has and will continue to positively impact its target communities. The CEZC attributes its continuing success to the staff and Board's aggressive efforts to pursue wide-ranging support for its programs, as well as its strong partnerships with local organizations sharing similar missions and goals.

The CEZC continues to be an active participant in the County's economic development efforts. The CEZC actively pursues programs and funding opportunities that benefit this region. With strong business service and education programs, the CEZC's performance has established this organization as a trusted resource in administering programs and effectuating positive change.

### **III. REQUEST FOR QUALIFICATIONS**

This Request for Qualifications is issued by the Cumberland Empowerment Zone Corp., a 501 (C)(3) tax exempt nonprofit corporation.

### **IV. ROLE OF THE DESIGNATED ACCOUNTING FIRM**

The designated accounting firm will work closely with the CEZC staff in administering zone funds. An accounting agreement will ultimately be negotiated between the CEZC and the successful respondent. Subject to these negotiations, and subsequent Board approvals, the role of the accounting firm shall include, but not be limited to the following in house activities:

- Monthly reconciliation of all bank accounts to general ledger.
- Monthly review of general ledger activity and preparation/input of monthly adjusting entries.

- Monthly review of payroll activity and input to general ledger.
- Monthly analysis of deposits/receipts and input to general ledger.
- Analysis and input of new loans and loan repayments and preparation of outstanding balance schedule.
- Preparation of draw details and reconciliation of Grant reimbursements to monthly expenditures per general ledger.
- Preparation and analysis of monthly balance sheet and income statements.
- Assistance regarding financial forecasts and budgeting.
- Monitor ongoing financial activity to ensure that it is in compliance with CEZC by-laws and legal requirements.
- Assist with financial reporting requirements of grants received by CEZC.
- Prepare annual financial statements and reports for presentation to auditor.
- Preparation of annual federal and state non-profit tax returns.
- Attendance at finance meetings as required and other financial services that may be requested.

## **V. MANDATORY SUBMISSIONS**

Respondent's submissions must include the following core components, in order to be considered responsive to this solicitation:

- The firm's general background and any experience with non-profit/government organizations or related entities.
- The depth of professional qualifications of the firm's principals and staff.
- A current client list.
- Name and qualifications of individuals who will be assigned the responsibility of working directly with the CEZC contract.
- Detailed fee structure.

## **VI. CONDITIONS FOR SUBMISSION OF PROPOSAL**

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

- Proposals must be received by the date and time specified; late proposals will be disqualified.
- In order to be considered for selection, applicants must submit a complete proposal. Incomplete proposals may not be considered.
- Proposals must include a cover sheet clearly stating the name of the applicant, address and telephone number of the applicant representative. In addition the name and qualifications of staff responsible for working on the CEZC account should be included as well.

The CEZC reserves the right to request additional information from all applicants.

The CEZC reserves the right to reject any and all proposals submitted, and to negotiate portions thereof.

## **VII. APPLICATION RANKING CRITERIA**

All submissions shall be initially reviewed to determine if they are responsive to the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive, and will not be subject to further review.

The responsive submissions shall be evaluated and ranked in accordance with the scoring criteria, based upon a 20 point system:

5 points – Previous history working with non-profits and government agencies

15 points – Overall professional qualifications, experience and proven capacity of the organization and its key personnel and staff