



**REQUEST FOR PROPOSALS (RFP): Accounting and Payroll Services**

**POST: APRIL 29<sup>th</sup>, DUE May 20, 2026**

**REPLY TO: contact@southerntier8.org**

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**ORGANIZATION**

The Southern Tier 8 (ST8) Regional Board was established in 1968 as a special purpose local government unit under Articles 5G and 12B of New York State's General Municipal Law, as one of 10 Regional Planning Councils in New York state to assist with multi-county planning and economic development capacity-building and shared service programs. It operates under authority by joint resolution of the legislative bodies of our member counties: Broome, Chenango, Cortland, Delaware, Otsego, Schoharie, Tioga, and Tompkins.

The organization's annual budget (\$750K-\$2million) is comprised of County dues, federal and state grant programs to offer shared services for regional planning initiatives and manage grantmaking programs for the Appalachian Regional Commission, with 5-6 full-time staff members.

The Executive Director and Office Manager have been with the organization with a combined experience of 45 years, and since 2018, no deficiencies with annual audits.

The staff reports to the Organization's governing body and Finance Committee, meeting 4-6 times per year.

For a list of current programs, budgets, projections, and recent audit, please email a request to Lolene at **contact@southerntier8.org**

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**3. SCOPE OF SERVICES**

The Organization is seeking a CPA to lead the monthly fiscal allocations per program, and manage the bi-weekly payroll, file the taxes, help staff prepare the annual audit, and serve as the organization's expert in financial health.

**A. Accounting Services**

- Budget review and monitoring
- General ledger maintenance in accordance with applicable governmental accounting standards
- Accounts payable/receivable support with monthly bank and account reconciliations, with Year-to-Date totals for the governing Regional Board.
- Preparation of monthly, quarterly, and annual financial statements
- Filing of the Office of State Comptroller Annual Update Document
- Grant accounting, including tracking and reporting (e.g., federal and NYS funding)
- Assistance with annual audit preparation and coordination (Dec-April)
- Internal controls review and recommendations
- Compliance with applicable regulations, including 2 CFR Part 200 (Uniform Guidance)

**B. Payroll Services**

- Processing of payroll for approximately 5-7 employees on a biweekly basis
- Management of employee deductions, benefits, and retirement contributions (insurances, Deferred Comp, NYS Local Retirement System).

- Compliance with New York State labor laws and reporting requirements
- Maintenance of payroll records and reporting
- Administration of payroll taxes, filings, and year-end reporting (e.g., W-2s)
- File quarterly 941s, NYS-45, end of year 1099s for contract employees

#### **C. Additional Services**

- Financial system support or software recommendations (Currently using QuickBooks) and Proprietary payroll software.
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#### **4. MINIMUM QUALIFICATIONS**

Proposers must demonstrate:

- Experience providing accounting and payroll services to **public sector entities in New York State**
  - Experience with **federal and state grant compliance**, including Uniform Guidance (2 CFR 200) and governmental accounting standards (GAAP).
  - Proven payroll processing capabilities
  - Qualified staff, including CPAs or equivalent credentials
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#### **5. PROPOSAL REQUIREMENTS**

Proposals must include:

##### **A. Cover Letter**

- Firm name, address, and contact information

##### **B. Firm Qualifications & Experience**

- Description of firm and years in business
- Relevant experience with similar agencies
- References (three)

##### **C. Technical Approach**

- Description of approach to delivering services
- Internal controls and quality assurance processes
- Software/platforms used

##### **D. Staffing Plan**

- Key personnel and qualifications
- Organizational chart

##### **E. Cost Proposal**

- Detailed fee structure (hourly rates, fixed fees, etc.)
- Any additional costs

The proposal will be reviewed with Staff and the Finance Committee Chair, with an intended contract start date of June 1, 2026.