

## **Olean Urban Renewal Agency**

### **Request for Proposals (RFP)**

#### **Bookkeeping Services**

##### **Issued by:**

Olean Urban Renewal Agency (OURA)  
City of Olean, New York

##### **Issue Date:**

March 2, 2026

##### **Proposal Due Date:**

March 31, 2026 – 2:00 p.m.

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## **1. Introduction**

The Olean Urban Renewal Agency (“OURA”) is a New York State public benefit corporation created pursuant to Article 15 of the New York State General Municipal Law. The Agency is governed by a Board of Directors and operates in accordance with all applicable state and federal laws, regulations, and reporting requirements. The Olean Urban Renewal Agency is an Equal Opportunity Employer, and takes affirmative action to employ and advance in employment qualified minorities, women, individuals with disabilities, and protected veterans.

OURA is seeking proposals from qualified individuals or firms to provide **ongoing bookkeeping services**. This engagement is expected to be **part-time and limited in scope**, as the Agency conducts a relatively low volume of financial transactions but requires timely, accurate, and compliant financial reporting.

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## **2. Organizational Overview**

- Legal Entity: Public Benefit Corporation (Urban Renewal Agency)
- Employees: None
- Transaction Volume: Low
- Board Meetings: Held every month
- Financial Statements: Required for each Board meeting

- Annual Requirements:
    - Independent audit
    - IRS Form 1099, if applicable
    - NYS Authorities Budget Office (ABO) reporting (if applicable)
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### **3. Scope of Services**

The selected proposer will be responsible for providing bookkeeping and related financial support services, including but not limited to the following:

#### **A. Ongoing Bookkeeping**

- Record and maintain all financial transactions in accordance with GAAP and applicable governmental accounting standards
- Maintain general ledger accounts
- Reconcile all bank accounts on a monthly basis
- Process accounts payable and receivable, as applicable
- Maintain supporting documentation for all transactions

#### **B. Financial Reporting**

- Prepare **monthly financial statements** for presentation at Board meetings, including:
  - Statement of Financial Position (Balance Sheet)
  - Statement of Activities (or equivalent)
  - Budget-to-actual comparison
- Provide explanations or summaries of variances as requested
- Respond to Board or staff questions regarding financials

#### **C. Budget Support**

- Assist with annual budget preparation
- Track expenditures against approved budget
- Flag potential budget issues or irregularities

#### **D. Audit & Compliance Support**

- Prepare schedules, documentation, and records for the Agency's **annual independent audit**
- Coordinate with external auditors as needed
- Prepare or assist in preparation of information required for:
  - NYS Authorities Budget Office (ABO) filings
  - Other required state or federal financial reports

#### **E. Record Retention & Controls**

- Maintain organized financial records in accordance with applicable record-retention requirements
  - Support internal controls appropriate for a public benefit corporation
  - Ensure continuity and documentation suitable for public-sector oversight
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#### **4. Qualifications**

Proposers should demonstrate:

- Experience providing bookkeeping or accounting services to:
  - Public benefit corporations, authorities, municipalities, or non-profits
- Familiarity with:
  - Governmental or quasi-governmental accounting practices
  - Audit preparation and coordination
- Ability to meet fixed reporting deadlines tied to Board meetings
- Adequate staffing and continuity planning

CPA licensure is **not required**, but experience working with CPA firms and auditors is expected.

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#### **5. Proposal Requirements**

Proposals should include the following:

- 1. Firm or Individual Background**
  - Description of the proposer

- Relevant experience with similar entities

## 2. Proposed Approach

- Description of how services will be delivered
- Anticipated time commitment (monthly or annual estimate)
- Primary point of contact

## 3. Fee Structure

- Hourly rate and/or fixed monthly fee
- Any additional or pass-through costs
- Clearly identify services included vs. billed separately

## 4. References

- At least two references from similar clients

## 5. Availability & Responsiveness

- Ability to meet Board meeting timelines
- Expected response times for routine inquiries

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## 6. Term of Engagement

The initial term of engagement will be **one (1) year**, with the option to renew annually at the discretion of the OURA Board of Directors for up to four (4) years.

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## 7. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Understanding of public benefit corporation requirements
- Proposed approach and responsiveness
- Cost effectiveness
- References

OURA reserves the right to reject any or all proposals and to waive informalities as deemed in the Agency's best interest.

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## **8. Submission Instructions**

Proposals must be submitted electronically to:

**Keri Kerper, Chief Executive Officer**  
**kkerper@cityofolean.gov**

No later than **Tuesday, March 31, 2026 at 2:00 p.m.**

Questions regarding this RFP should be directed to the same contact.

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## **9. Additional Terms**

- The selected proposer will be required to comply with all applicable laws and policies governing public entities.
- OURA is not responsible for any costs incurred by proposers in preparing or submitting proposals.
- All submitted materials become the property of the OURA.

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**End of RFP**