

Request for Proposals
Independent Audit Services
For the Year Ending December 31, 2019

Issued By: EDC Warren County
August 5, 2019

Proposals Due by Friday, September 6, 2019

To:

Jennifer Switzer, Director of Finance
EDC Warren County
333 Glen Street, Suite 101
Glens Falls, NY 12801
Email: jswitzer@edcwc.org
Phone: 518-761-6007

Introduction

EDC Warren County is seeking proposals from qualified Independent auditors, for audit and tax services, having sufficient not-for-profit auditing experience in performing these services in accordance with the specifications outlined in the RFP.

History of EDC Warren County

The EDC was formed as a 501 (c) (3) Type C, local development corporation pursuant to Section 1411 under the Not-For-Profit Corporation Law in New York State in 1992. EDC was formed to plan and promote, and if necessary, to coordinate and execute programs in the Warren County region of New York aimed at improving the quality of life of its residents by enhancing and diversifying the economy of the region by attracting new industry and/or by encouraging the development of, or retention of, such businesses within the Warren County region. EDC is governed by a volunteer board of directors that includes representatives from the local business community and municipal officials. EDC has a staff of 4 full-time employees.

EDC's fiscal year ends December 31, 2019. EDC receives a substantial portion of its revenue through service contracts with various municipalities.

Scope of Services

EDC is requesting proposals for the services of a qualified Certified Public Accounting firm who demonstrates skill and expertise in the area of auditing, particularly with local development corporations subject to oversight as a public authority by the Authorities Budget Office. The objectives of the audit are:

- Determine financial statements present fairly the financial position and results of operations
- Determine that management assertions in the financial statements are verifiable, properly classified and disclosed
- Determine the extent to which management assertions on the financial statements conform to established policies, criteria, standards, rules, regulations and applicable statutes.
- To provide a report on Internal Controls related to the financial statements and major programs and an opinion on compliance with policies, laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a direct material effect on the financial statements.

Additional Services

- To prepare and e-file IRS Form 990 and CHAR 500 and any associated forms/reports for submission to the Charities Bureau of the NYS Office of the Attorney General by the appropriate due dates.

All referenced work will ensure consistency with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), Generally Accepted Government Accounting Standards (GAGAS), and Government Auditing Standards (GAS). Other Federal, State and local accounting requirements as well as grantor stipulations will also need to be considered. The EDC is subject to the rules, regulations and reporting requirements under the Public Authorities Accountability Act of 2009.

Proposal Requirements

Deadline -- The submissions must be received by close of business (4:30 pm) on Friday, September 6, 2019.

Proposal Submission Method – E-mail your proposal to jswitzer@edwc.org along with either mailing or delivering 1 hard copy of your proposal to: EDC Warren County, 333 Glen Street, Suite 101, Glens Falls, NY 12801.

Contact Information/Certification – Proposals must be signed and include the firm name, address, telephone number, and name of the person authorized to submit the proposal, along with the person's title, e-mail and telephone number. If the firm operates from more than one location, please specify the office to which this project will be assigned.

Qualifications of the Firm – Describe the qualifications of the firm to perform services under this engagement. Include information about pertinent prior experience, specialized expertise, and resources that the firm can bring to an audit under this engagement.

Qualifications of Personnel – Identify the personnel to be assigned to the audit under this engagement. Discuss the professional qualifications, experience and education that each person brings to the engagement. Include a statement of any regulatory action taken within the past five years by an oversight body against any personnel who will be assigned work under this engagement.

Proposed Fees – Work under this auditing and tax services agreement shall be for the fiscal year ending December 31, 2019 with an option to renew annually up to a maximum of (3) additional years unless otherwise terminated by EDC. Provide the firm's proposed all-inclusive audit and tax preparation and filing fees and a statement regarding determination of increases in succeeding years should the contract be extended.

References – Provide names, addresses, telephone numbers and email addresses for three client references.

Conflicts – Describe any existing or potential conflicts of interest that may arise from representation of other parties, or participation in other matters that might affect this engagement.

Audit Completion Date

The audit must be completed and presented as follows:

- Draft audit and internal control reports submitted via email to management, along with summary financial information by March 6, 2020.
- Attend Audit & Finance Committee meeting to present audit prior to the March 2020 Board of Directors Meeting (third Tuesday of the month – tentative)

Review of Proposals and Selection Process

The Audit & Finance Committee will review and consider the proposals submitted. The Committee will consider the following factors:

- Experience, Qualifications and References
- Quoted fee rates
- Audit approach and understanding of EDC's auditing needs

The Audit and Finance Committee may also conduct an in-person interview with the recommended finalist(s) prior to a final recommendation to the EDC Board of Directors as to award.

Other Terms

- All questions regarding the RFP should be submitted via email by August 26, 2019 citing the particular proposal section and paragraph number. Questions should be emailed to jswitzer@edcwc.org
- Respondents should note that all clarifications, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. Answers to all questions of a substantive nature will be given to all recipients of this RFP by Friday, August 30, 2019 in the form of a formal addendum via email to all respondents.
- EDC reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process. This right is also reserved to negotiate services to be provided and the accompanying fees.
- A Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.

Certificate of Non-Collusion

Made to: EDC Warren County

- i) By submitting this proposal to provide audit and tax services, each proposer and each person signing on behalf of any firm certifies, and in the case of a joint proposal, each party therefore certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
- a) The fees and terms in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such fees and terms with any other proposer or with any other competitor; and
 - b) Unless otherwise required by law, the fees and terms which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
 - c) No attempt has been made by the proposer or will be made to induce any other persons, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

Printed Name and Title

Signature

Name of Firm/Company/Corporation

Date

Street Address

E-mail Address

City, State, Zip

Telephone Number