

COUNTY OF CHENANGO INDUSTRIAL DEVELOPMENT AGENCY
PROPOSAL SUBMISSION INFORMATION

1. SUBMISSION OF PROPOSALS

- 1.1. Proposals must be priced, signed, sealed, and returned via post with all necessary attachments to the **County of Chenango IDA, 15 South Broad St, Norwich NY 13815, by 5:00 pm, Monday, November 9, 2020.**
- 1.2. The offeror must respond to this RFP by submitting all data required herein in order for his/her proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.

2. EVALUATION PROCESS

- 2.1. After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the comparative assessment of the relative benefits and efficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective selection at the sole discretion of the Audit Committee of the County of Chenango IDA, aided by the following evaluation criteria:
 - 2.1.1. Cost - 30%
 - 2.1.2. Experience and Reliability - 25%
 - 2.1.3. Expertise of Personnel - 25%
 - 2.1.4. Proposed Method of Performance - 20%
- 2.2. In the event that only one proposal is received in response to this Request for Proposal, the County of Chenango IDA reserves the right to negotiate the terms and conditions, including the price, as proposed in the sole offeror's proposal. In addition, as part of such negotiations, the County of Chenango IDA reserves the right to determine the reasonableness and acceptability of the proposal.

3. CONTRACT AWARD

- 3.1. Any award of a contract resulting from this RFP will be made only by written authorization from the County of Chenango IDA. The CCIDA does not discriminate against any individual/firm in regard to race, color, religion, sex, national origin, disability, handicap, marital status, sexual orientation, or status as a veteran except as provided for in applicable federal and/or state legislation

4. PRICING

- 4.1 The offeror should provide an itemized breakdown of the quoted price which details the number of hours to be spent on the audit by each level of audit staff.

5. OFFEROR'S EXPERIENCE AND RELIABILITY

- 5.1. Experience and reliability of the offeror's organization is considered in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances related to the requirements of this RFP.
- 5.2. The offeror should identify any experience related to and/or with the County of Chenango IDA, Business Associations, other governmental entities and not-for-profit organizations.
 - 5.2.1. Name, address and telephone number of contracting agency and a contact person who may be contacted for verification of all data submitted.
 - 5.2.2. Dates of the contract.
- 5.3. The offeror should provide the name of the external quality/peer review program in which the organization participates.

6. EXPERTISE OF OFFEROR'S PERSONNEL

- 6.1. The qualifications of the personnel proposed to perform the requirements of this RFP will be considered in the evaluation. Therefore, the offeror should submit detailed information related to the previous experience and qualifications of the staff proposed.

COUNTY OF CHENANGO INDUSTRIAL DEVELOPMENT AGENCY
AUDIT PROPOSAL
SCOPE OF WORK

- 1. GENERAL REQUIREMENTS:** The contractor shall provide audit services for the County of Chenango IDA (hereinafter referred to as the IDA), Development Chenango Corporation (hereinafter referred to as the DCC), Chenango Foundation, and Commerce Chenango Inc. in accordance with the terms and conditions of this document.
 - 1.1. The contractor shall conduct an independent financial audit of the financial statements, transactions and activities of the IDA.
 - 1.2. The contractor shall conduct an independent financial audit of the financial statements, transactions and activities of the DCC.
 - 1.3. The contractor shall conduct an independent financial review of the financial statements, transactions and activities of the Commerce Chenango Inc.
 - 1.4. The contractor shall conduct an independent financial review of the financial statements, transactions and activities of the Chenango Foundation.
 - 1.5. The contractor shall conduct the audits and reviews in accordance with generally accepted auditing standards as promulgated by the American Institute of Certified Public Accountants.
 - 1.6. The contractor must be currently licensed by, and in good standing with, the New York State Board of Accountancy.
 - 1.7. The contractor will issue a management letter detailing any weaknesses in internal controls, and suggestions for improvements.
 - 1.8. The contractor will communicate (in writing preferably) to the Audit Committee the matters covered by Statement on Auditing Standards No. 61, "Communications with Audit Committees".

2. SPECIFIC REQUIREMENTS:

The IDA, DCC, Chenango Foundation, and Commerce Chenango are requesting proposals from qualified firms of certified public accountants to audit the IDA and DCC financial records and review the financial statement for Commerce Chenango Inc. and the Chenango Foundation for fiscal year ending December 31, 2020, with the option to renew audit services for each of the subsequent three (3) years.

We anticipate the beginning of the audit process for FY 2020 in mid-January 2021 with completion of tax returns by appropriate tax filing dates. We would expect presentation of the audited financial statements by March 31, 2021.

3. REPORT REQUIREMENTS:

For financial audits, the auditor shall examine the financial statements and records of the IDA and DCC and shall issue an auditor's opinion on the financial statements of each. Such financial statements will be prepared in conformity with generally accepted accounting principles.

The auditor will provide financial statements, statements of financial position, statements of activities, statements of cash flows, schedules of revenue and schedules of expenses.

The auditor shall issue a report based on an audit of the basic financial statements and a report on the internal controls; both in accordance with generally accepted auditing standards.

The auditor shall prepare comprehensive management letters, including the auditor's findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable, and adherence to generally accepted accounting principles.

Prepare all Federal and State forms and returns as required by law.