

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@edcny.org](mailto:jswitzer@edcny.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@edcwc.org](mailto:jswitzer@edcwc.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 fee 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](mailto: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.

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CPA Firms Recruited for Audit & Tax Services

Marvin & Company  
111 Everts Avenue  
Queensbury, NY 12804  
James Amell  
[jea@marvincpa.com](mailto:jea@marvincpa.com)

CMJ LLP  
P O Box 4680  
276 Dix Avenue  
Queensbury, NY 12804  
Paul Curtis  
[pcurtis@cmjllp.com](mailto:pcurtis@cmjllp.com)

Whittemore, Downen & Ricciardelli, LLP  
333 Aviation Road Bldg B  
Queensbury, NY 12804  
Paul Downen  
[pldownen@wdrcpa.com](mailto:pldownen@wdrcpa.com)

Jenkins Law Beecher & Bethel LLP  
P O Box 1246  
1446 Saratoga Road  
South Glens Falls, NY 12803  
Jeffrey Beecher  
[jbb@albany.twcbc.com](mailto:jbb@albany.twcbc.com)

Gore & Laney CPA's PLLC  
100 John St.  
Hudson Falls, NY 12835  
Mike Laney  
[mlaney@goreandlaney.com](mailto:mlaney@goreandlaney.com)

Cusack & Company  
7 Airport Blvd  
Latham, NY 12110  
Ken Claflin  
[kclaflin@cusackcpa.com](mailto:kclaflin@cusackcpa.com)

Teal Becker and Chiamonte CPAs P.C.  
7 Washington Square  
Albany, NY 12205  
John Chiamonte  
[jchiamonte@tbccpa.com](mailto:jchiamonte@tbccpa.com)

July 29, 2019

## EDC Warren County

### Position Description

#### Director of Finance/Compliance

##### **Role**

This position is responsible for maintaining financial and accounting services ~~for 2 entities~~ while representing Economic Development Corporation to industries, businesses, and New York State as a premier business location. ~~Administer all aspects of the Empire Zone. Reports to the President of Economic Development Corporation of Warren County.~~

##### **Duties**

- Administer and monitor the financial system in order to ensure that finances are maintained in an accurate and timely manner ~~for EDC and Warren County LDC as outlined in the service agreement~~
- Assist with budgeting, financial resource planning and management of the company's cash flow to meet ongoing obligations ~~for EDC and Warren County LDC as outlined in the service agreement~~
- Coordinate, analyze and report the financial performance to the President and Board of Directors on a monthly basis ~~for EDC and Warren County LDC as outlined in the service agreement~~
- Prepare all year-end financial reports, reconciliations of EDC ~~and WCLDC & HRLDC~~ and coordinate all aspects of the annual audit and required federal and state tax filings
- Ensure that the regulatory requirements of all statutory bodies are met regarding all financial matters of EDC ~~& HRLDC & WCLDC, specifically PAAA and ABO~~
- ~~Administer and maintain all aspects of the Empire Zone program for business in Warren County~~
- 
- Participate in maintaining regular contact through site visits with local business to assist in identifying and supporting retention and expansion efforts
- Assist small and/or start up business seeking funding options through identification of available loan/grant funds and the necessary training to secure such funds

**Qualifications**

- Degree level education in accounting or finance
- Experience in government or non-profit accounting
- Experience in the administration, including reporting and compliance of federal and state funding programs

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