

REQUEST FOR
PROFESSIONAL AUDITING/ACCOUNTING SERVICES
PROPOSALS

FOR

DUNKIRK INDUSTRIAL DEVELOPMENT AGENCY

DUNKIRK INDUSTRIAL DEVELOPMENT AGENCY
338 CENTRAL AVENUE, SUITE 210
DUNKIRK, NEW YORK 14048
ATTN: ADMINISTRATOR NICOLE WAITE
(716)-366-9876
FAX (716) 366-363-6460

PROPOSAL DUE: 5:00 P.M., FRIDAY, FEBRUARY 8, 2013

I. PURPOSE:

The purpose and intent of this Request for Proposal (RFP) is to enter into a contract with a qualified independent certified public accountant (hereinafter called the "Auditor") to perform a financial audit of the Dunkirk Industrial Development Agency (hereinafter called "Dunkirk IDA") for the fiscal year ended December 31, 2012.

Renewals: Two (2) one-year renewals, thereafter, if mutually agreed. The contract may be extended by the DLDC upon written agreement of both parties for up to two (2) one-year renewals, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

II. SCOPE OF WORK TO BE PERFORMED:

- A. Financial Audit - The Auditor shall audit all funds and account groups of the Dunkirk IDA in accordance with all applicable accounting rules, regulations, practices and procedures; including, but not limited to government and/or public benefit corporation rules, regulations, practices and procedures.
- B. The Auditor should submit a management letter including management's response with each audit. The letter should offer suggestions for improvement in financial management and internal controls.
- C. The Auditor shall express an opinion as to the fair presentation of the combining, individual fund and individual account group financial statements in conformity with auditing standards generally accepted in the United States of America.
- D. The Auditor shall issue a report on the internal control structure based on the Auditor's understanding of the control structure and assessment of control risk.
- E. In connection with the audit of the financial statements, the Auditor shall also prepare and complete Form 990, *Tax Return of Organization Exempt from Income Tax*, and forward completed Form 990 to the Internal Revenue Service.
- F. **Submission of Reports:** The Auditor shall provide the Dunkirk IDA with 6 hard copies and 1 electronic copy of the financial statements and Auditor's report thereon and management letter including the management responses no later than March 29, 2012. (The due date for submitting audit reports to the NYS Authorities Budget Office, based on state statute, is April 1.)

III. RFP RESPONSE:

- A. Proposals should provide the following information: qualifications; history of the administrator (especially experience and qualifications with regard to public benefit entities and/or with federal and State funding mechanisms (e.g., US Department of Housing & Urban Development Community Development Block Grant funding); qualifications of key staff; services to be provided, including optional services; and, fee structure.
- B. Proposal should be received in the Dunkirk IDA office no later than 5:00PM on Friday, February 8, 2013. Please address envelope to: Attn: Nicole Waite, 338 Central Ave, Suite 210, Dunkirk, NY 14048.

IV. AWARD:

Dunkirk IDA reserves the right to accept the proposal deemed most favorable to the Dunkirk IDA or to reject any and all proposals with no notification to the Bidders. The Bidder, if accepted, shall be required to provide insurance of the type and amounts as approved by the Dunkirk IDA's Attorney. The Bidder shall also be required to execute a Dunkirk IDA Agreement of Services.

DUNKIRK INDUSTRIAL DEVELOPMENT AGENCY

PROPOSAL FORM

PROFESSIONAL AUDITING/ACCOUNTING SERVICES

Fee Schedule(s):

This is to certify that I have read the attached bidding documents completely.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

ADDRESS: _____

TELEPHONE NO.: _____

FAX NO.: _____

DATE: _____

NON-COLLUSIVE FORM

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in the bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership, corporation or other legal entity to submit or not to submit a bid for the purpose of restricting competition.

Name of Bidder

By:

Title

Signature

Date:

LEGAL STATUS INFORMATION

To facilitate correct drawing and execution of the contract, bidder shall supply full information concerning legal status:

FIRM NAME: _____

PRINCIPAL OFFICE:
Street _____

City, State, Zip _____

Telephone (_____) _____ Fax (_____) _____

LOCAL OFFICE (if any):
Street _____

City, State, Zip _____

Telephone (_____) _____ Fax (_____) _____

CONTRACT TO BE SENT TO: Principal Office _____ Local Office _____

CHECK ONE: Corporation _____ Partnership _____ Individual _____ Other _____

(Incorporated under the Laws of the State of _____)

(If foreign corporation, state if authorized to do business in
the State of New York: Yes _____ No _____ Not Applicable _____)

TRADE NAMES: _____

NAMES AND ADDRESSES OF PARTNERS/PRINCIPALS:

NAME, TITLE AND ADDRESS OF PERSON AUTHORIZED TO SIGN CONTRACT ON BEHALF OF THE BIDDER:

Name: _____

Title: _____

Address: _____