



TOWN OF SENECA FALLS

BID/RFP

NOTICE FOR AUDIT SERVICES

BID/REQUEST FOR PROPOSAL GUIDELINES

NOTICE IS HEREBY GIVEN; that the Town of Seneca Falls will receive Requests for Proposal (RFP) for Auditing Services. Proposals must be submitted to the Town of Seneca Falls Manager's Office, Attention: Peter Soscia, 130 Ovid Street, Seneca Falls, NY 13148. The Request for Proposal (RFP) is due no later than 2:00 PM on Friday, January 6, 2023.

Any vendor submitting a proposal based on incomplete or inaccurate information resulting from documentation received from any third party shall not have cause for relief from award or completion of a contract in accordance with the official documents. The Town of Seneca Falls reserves the right to reject any or all RFPs and request for proposals.

DEADLINE

Friday, January 6, 2023 at 2:00 P.M.

SUBMISSION

Firms interested in being considered shall submit two copies of their qualifications and proposals to:

**Town of Seneca Falls
Peter Soscia, Town Manager
130 Ovid Street, Seneca Falls, NY 13148**

CONTACT

Questions regarding this recruitment may be directed to:

**Peter Soscia, Town Manager
(315) 568-8013
psoscia@senecafalls.com**

INSTRUCTIONS TO VENDORS

1. Read all documents contained in the RFP specifications
2. Questions about or clarifications to the technical specifications must be made in writing or verified email to Michael Ferrara, Town Supervisor: mferrara@senecafalls.com OR 315-568-8013. Such questions must be received three working days prior to the RFP opening unless indicated.
3. Vendors shall indicate on the outside of their sealed RFP the following information:
 - i. Title of RFP - Town of Seneca Falls Auditing Services RFP
 - ii. Due Date and Time – January 6, 2023 - 2:00 PM
 - iii. Company Name _____

The only forms necessary to be submitted with your proposal are the following:

- a. The proposal form, filled out completely.
- b. Indemnification form signed.
- c. Insurance certificate or letter of intent showing insurability.
- d. References per specifications.

METHOD OF AWARD

GENERAL INFORMATION:

The award, if any will be made after consideration by the Town of Seneca Falls Town Board. All successful vendors shall be notified by the Town Manager of any contracts they have been awarded. Notice of awards shall be in the form of a copy of the resolution awarded by the Town of Seneca Falls Town Board. Unsuccessful vendors shall not be informed.

TERM OF CONTRACT:

Any contract resulting from this RFP shall be for a term of (12) twelve months from the date of award by resolution by the Town Board. The Town reserves the right to renew any contract resulting from this RFP for up to (2) additional (12) month periods by mutual agreement in accordance with the terms of the contract and by resolution from the Town Board.

RFP FORM RESPONSES

When filling out the proposal form, be certain that:

1. All blanks are filled in with the requested information
2. All forms are "signature" signed in blue ink
3. All areas requiring a price are to be filled in as follows:
 - Supply a numerical; price for all products or services to be provided.
 - The words: NO RFP: if you are not interested in or unable to perform any particular portion for the proposal.

INFORMATION TECHNOLOGY SERVICES SPECIFICATIONS OVERVIEW

The Accounting firm shall provide the following:

1. Qualifications and experience of the firm
 - a. Size of firm
 - b. Level and type of auditing experience
 - c. Experience with governmental auditing, including a list of current NYS municipal clients
 - d. Client references
2. Qualifications and experience of the firm's staff
 - a. Licensing
 - b. Experience of audit staff
3. Proposed work plan
 - a. Interim work and entrance conference
 - b. Details of audit plan
 - c. Draft report and exit conference
 - d. Final report
4. Proposed fee structure
 - a. Hourly rate per audit staff
 - b. Other fees and expenses
 - c. Rates for any additional work products
5. Affirmation that no conflicts of interest exist between the firm and the Town, its Board Members and management.
6. Audit to express an opinion on the fair representation of its financial information in conformity with accepted accounting principle for the governmental activities, the business type activities, each major fund, and the aggregate remaining fund information of the Town of Seneca Falls.
7. Audit the financial information for the Town Clerk's Office and the Town Court.
8. Pull and re-file all records used in the course of conducting the audit (i.e. disbursement, payroll records, checks, journal entries, tax bills, etc.)
9. Review and evaluate the Town's existing financial system including internal controls.
10. Preparation of the Single Audit Report for all departments or funds of the Town receiving federal financial assistance.
11. All statements shall be provided both in hard copy (6) and electronic form (PDF) to be posted on the Town's website for public use.

AUDIT SERVICES - PROPOSAL FORM

PROPOSAL FORM RFP to be received on Friday, January 6, 2023, 2:00 PM at the Town of Seneca Falls Town Manager's Office, 130 Ovid Street, Seneca Falls, NY 13148.

Proposal must be submitted in a sealed envelope plainly marked as to its contents. Required is one (1) original hard copy proposal, and one (1) electronic copy to mferrara@senecafalls.com.

The Town reserves the right to reject any or all proposal. The undersigned proposes to furnish the following, in accordance with the attached specifications.

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NUMBER: (_____) _____ - _____

E-MAIL: _____

FAX: (_____) _____ - _____

BY: _____

Signature of Representative

BY: _____

Name of Representative (PRINTED)

FEDERAL TAX ID#: _____

NOTE: By signing and submitting this proposal for consideration by the Town of Seneca Falls Board, the vendor acknowledges that they have read, understood and agree to all aspects of specifications as presented without reservation or alteration. Altered RFPs or RFPs containing exceptions shall be deemed non-responsive by the Town and will not be considered for award.

PROPOSED PRICING: _____

EVALUATION OF RFP

Office Use Only

Experience working with other Municipal entities for IT Services: _____ 30%

Current References: _____ 30%

PRICING: _____ 40%

INDEMNIFICATION AGREEMENT

THE CONTRACTOR AGREES:

- (a) That except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Town, the Contractor agrees to indemnify and hold harmless the Town of Seneca Falls, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Contractor or third parties under the direction or control of the Contractor; and
- (b) To provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the Agreement and to bear all other costs and expenses related thereto.

AUTHORIZED SIGNATURE: _____

AUTHORIZED SIGNATURE: _____
(PRINT)

DATE: _____