

Glenwood – Glen Head Garbage District
129 Glenwood Rd, Glenwood Landing NY 11547
Phone: (516) 609-3165

To: Prospective Individuals and Firms

Request for Proposal – Independent Auditing Services for the Glenwood – Glen Head Garbage District.

Dear Sir/Madame,

The Glenwood-Glen Head Garbage District is soliciting proposals from accounting and financial professionals to meet the District’s annual independent auditing needs.

Respondents will be evaluated based on their qualifications, experience, and the proposed services offered to meet the auditing requirements of the District.

In the interest of saving proposers the cost off paper, duplicating, binding and delivery, proposals will only be accepted via email in a searchable PDF format.

E-mail responses may be forwarded to the following email address: accountingrfp@glenwood-glenhead-garbage.net. In order to ensure accurate delivery of your proposal please “Request a Delivery Receipt” when emailing your proposal.

Proposals are due November 4, 2022, 5:00 p.m. Eastern Time.

REQUEST FOR PROPOSAL
INDEPENDENT AUDITING SERVICES



Release Date: October 5, 2022
Return Date: November 4, 2022

Glenwood – Glen Head Garbage District
129 Glenwood Rd.
P.O. Box 181
Glenwood Landing NY 11547
Telephone: (516) 609-3165
Fax (516) 609-3163
Web: <https://www.glenwood-glenhead-garbage.net>

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Introduction and Background

The Glenwood-Glen Head Garbage District is a “Special District” established pursuant to Article 12, Section 190 of the Town Law of the State of New York.

The District provides solid waste removal and disposal for the 8000 residents and nearly 4000 homes and businesses within the district. The district utilizes a contract collection and disposal company to provide this service to its residents.

Services to Be Provided

The proposer ultimately selected through this RFP will be responsible for performing an annual audit of the district’s financial activity for the preceding year as follows:

1. The District will require an annual independent audit of its financial records.
2. The audit is to be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and the Regulations of the Federal Government regarding federal funds, where applicable.
3. Preparation of an Annual Financial Report, including Management Discussion & Analysis
4. Preparation of a Single Audit Report (where required)
5. Filing of the Annual Update Document with the New York State Office of the State Comptroller
6. Conduct an annual audit of the books and records for the District for the Calendar Year ending December 31, 2022.
7. Audit field work shall begin no later than December 1, 2022.
8. The audit shall be completed within three months after the close of the fiscal year.
9. Evaluate internal controls and technical competencies.
10. It is expected that District will retrieve and provide all documents selected by the auditor for evaluation.
11. The District or it’s designees will work with the auditor, as necessary, to analyze all account balances and account activity.

12. The Auditor may be required to meet with the Board of Commissioners to discuss audit plans, expectations and progress; audit field work, and upon completing audit field work (exit conference).

Format

Please respond with a with a curriculum vitae or firm profile which shall demonstrate your knowledge and experience in the following areas: Accounting, Municipal Accounting and financial procedures, and Municipal reporting requirements as they relate to auditing. Proposers must describe and demonstrate their expertise and experience in providing auditing services to Special Districts and/or government agencies.

All items noted in “Services to be Provided” shall be acknowledged and the method of execution detailed in the proposal.

Additional services not otherwise noted in this RFP may be included in the proposal, however all services proposed shall be reflected in the proposed fee schedule.

A proposed fee schedule shall be submitted with your proposal.

Only responses received by the date noted on the cover letter and prepared in conformance with the document format guidelines noted in the cover letter will receive consideration.

Evaluation of Proposals

Proposals will be evaluated based on the following criteria, by the board. Proposals should contain all information relevant to the evaluation of these criteria:

1. Past and/or current experience in a municipal environment.
2. Demonstrated knowledge or experience regarding applicable auditing practices directly applicable to the operation of Special Districts.
3. Demonstrated experience in audit preparation and execution.
4. Cost of services to the district.
5. Sufficient staff and resources to conduct the audit within the time constraints noted earlier

Fees

The respondent shall provide a flat fee for all of the proposed services necessary to conduct the audit. The fee shall include all services and anticipated reimbursables.

Qualifications

Proposer shall possess a valid New York State Certified Public Accountant license and demonstrate significant auditing experience in a municipal or governmental environment.

Additional Selection Process Information

Prospective firms are encouraged to include any additional information they feel may be relevant in the Board's decision-making process. Prospective firms are hereby notified that the Commissioners may contact client references for additional information and perform significant background checks prior to a contract award. Interviews with proposers may be necessary to clarify portions of a proposal or to obtain more detailed information.

The proposer shall provide a copy of the report of its most recent external quality control review, with a statement of whether that quality control review included a review of specific government engagements. If applicable, please submit a copy of the letter of comments and letter of response, related to the peer review.

The proposer shall disclose the circumstances and status of any disciplinary action taken or pending against the firm or any partner during the past three years with state regulatory bodies or professional organizations.

In the interest of fairness and process transparency all questions regarding this RFP must be submitted in writing. The submitted question and response will be circulated amongst all respondents.

Award

The Board shall notify all proposers in writing of the award determination. Once awarded, the selected firm will complete and submit any additional documents as required.

Cost of Preparation

All costs of proposal preparation shall be borne by the proposer. The District shall not, in any event, be liable for any expenses incurred by the proposer in the preparation and/or submission of the proposal.