

REQUEST FOR PROPOSALS (RFP) AUDIT SERVICES TOWN OF ONEONTA

Overview

The Town of Oneonta invites proposals from qualified individuals and accounting firms, hereinafter referred to as “Auditor,” to perform an audit of town records for 2018. In addition the town is seeking to have single audits performed for 2019 and 2020 to meet federal requirements for Community Development Block Grants the Town will receive in those years. In accordance with the Town’s policies and procedures, and New York State law, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of S103 of General Municipal Law.

Purpose

Conduct an audit of Town funds for 2018, 2019, 2020 to comply with current Single Audit Requirements for entities receiving more than \$750,000 in Federal Funds during a fiscal year. It is noted that the Town of Oneonta did not meet that threshold in 2018 but still desires to be audited for that year.

Proposal Submission

Proposals must be clearly labeled and submitted to Robert Wood, Town Supervisor, Town of Oneonta, PO Box A, West Oneonta, N.Y. 13861 on or before 3:00 p.m. on June 5th, 2019. There is no expressed or implied obligation for the Town to reimburse responding individuals or firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened.

Proposal Requirements

Include a list of qualifications indicating that the person/firm making the proposal has the required qualifications to perform such an audit.

A detailed scope of work to be completed

A specific cost for the scope of work outlined, with a list of charges and rates for any work done outside of the scope of work as well as any incidental costs typically billed for.

An individual or firm can schedule an appointment prior to submission of any proposal to meet with Robert Wood, Town Supervisor, to review the condition of town records. Please contact the Town Offices at 607-432-2900 between the hours of 8:30 a.m. and 3:00 p.m. to schedule an appointment.

Evaluation and Selection Process

The Town Supervisor and the bookkeeper will review the submissions and make a recommendation to the full town board to approve a proposal at the June 12th, 2019 board meeting.

The Town reserves the right to reject without prejudice any and all quotations received under this Request for Proposal.

Town of Oneonta Profile:

Operations – The Town operates with the funds listed below with budgeted amounts for 2018:

General Fund- \$1,271,163
Highway Fund- \$1,120,702
Light Districts, 5, totaling- \$45,500
Water Districts, 2, totaling- \$95,707
Sewer Districts, 3, totaling-\$652,917

New in 2019 the town has a fire protection district with a budget of \$1,153,633. This service is provided under contract by the City of Oneonta using a formula.

The town will receive up to \$1,400,000 from two CDBG awards in 2019.

We also have a new water district under construction in 2019-20 due to receive \$4,100,000 in grants from NYS EFC, CDBG, ARC and ESD. Short term financing for the remainder of the project, approximately, \$4,500,000 is by EFC and will be combined into a long term bond at completion.

Pension Plans –All employees are offered membership in the New York State Local Retirement System (NYSLRS).

Financial Software – The Town uses the Enhanced Business Systems software for all financial accounting.

Purchasing:

The Town does not use purchase orders. It does have a purchasing policy.