



**REQUEST FOR PROPOSALS  
FOR INDEPENDENT AUDIT SERVICES  
FOR YEARS ENDING DECEMBER 31, 2022-2023**

**DATED: August 18, 2022**

**ISSUED BY:**

**Orange County Industrial Development Agency *and*  
Orange County Funding Corporation**

**PROPOSALS MUST BE RECEIVED BY MAIL *AND* A COPY VIA EMAIL  
IS REQUESTED BY 4:00PM on Thursday September 15, 2022**

**MAIL TO:**

**Bill Fioravanti, CEO  
Orange County Industrial Development Agency &  
Orange County Funding Corporation  
4 Crotty Lane, Suite #100  
New Windsor, NY 12553**

**EMAIL TO: [bfioravanti@ocnyida.com](mailto:bfioravanti@ocnyida.com)**

**NOTICE TO PROPOSERS  
ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
AND ORANGE COUNTY FUNDING CORPORATION  
REQUEST FOR PROPOSALS**

Sealed Proposals for AUDITING SERVICES as requested by the Orange County Industrial Development Agency and Orange County Funding Corporation will be received by mail at 4 Crotty Lane Suite #100, New Windsor, NY 12553 until 4:00 PM, local time on Thursday September 15, 2022 with a copy via email requested.

RFP documents are available for download from the Orange County IDA website at:  
<https://www.ocnyida.com>

Bill Fioravanti, CEO  
Orange County Industrial Development  
Agency and Orange County Funding  
Corporation [bfioravanti@ocnyida.com](mailto:bfioravanti@ocnyida.com)

Dated: August 18, 2022  
New Windsor, New York



## **INTRODUCTION**

The Orange County Industrial Development Agency (the "OCIDA") and the Orange County Funding Corporation (the "Corporation"), collectively known as "the IDA," is requesting a proposal from audit service providers interested in providing services to the IDA. This Request for Proposal (the "RFP") is issued for the purpose of identifying the most qualified firm to provide auditing services and that provides the best overall value to the IDA.

### **The Orange County Industrial Agency**

Established in 1972 through Article 18-A of the General Municipal Law (the "Act"), Industrial Development Agencies are authorized to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research, recreational and other facilities and thereby advance the job opportunities, health, general prosperity and economic welfare of the people of the State of New York and improve their recreational opportunities, prosperity and standard of living. The OCIDA is an issuer of bonds for qualified projects in Orange County, New York and provides financial assistance as permitted under the Act supports economic development and projects in the Orange County.

### **The Orange County Funding Corporation**

During 2010, the Orange County legislature sponsored the formation of the Orange County Corporation, a component unit of the IDA that would work with organizations and local municipalities for the financing of civic facilities. The Agency is exempt from federal, state, and local income taxes and is a component unit of Orange County, New York. The Legislature appoints the membership of the Corporation. The directors of the Corporation are the same as the OCIDA.

## **SCOPE OF SERVICES**

The IDA is seeking proposals for Technical and Professional Services to provide Auditing Services for their Financial Statements of both the OCIDA and the Corporation from qualified firms of certified public accountants to audit financial statements for the fiscal years ending December 31, 2022, through December 31, 2023.

Minority Business Enterprises and Women's Business Enterprises are encouraged to apply. In addition to the above audit services, management consulting services may be

required on an as needed basis. Such services may include, but will not be limited to, consultations regarding accounting principles and method of application and suggestions for improving internal control.

Proposers must demonstrate skill and expertise in the area of auditing, particularly with industrial development agencies and public benefit corporations subject to oversight as public authorities by the Authorities Budget Office. The objectives of the audits are:

- To determine that the financial statements present fairly the financial positions and results of operations.
- To determine that management assertions regarding economic actions and in the financial statements are verifiable, properly classified and disclosed.
- To determine the extent to which management assertions on the financial statements conform to established policies, criteria, standards, rules, regulations and applicable statutes
- To communicate to the boards of directors the auditors' conclusions in an auditor's report.
- To communicate to the boards of directors the auditors' conclusions, in the form of a Management Letter regarding any existing material weaknesses in fiscal accounting procedures, or internal controls, and any other matters that may come to their attention, along with any recommendations for corrections and improvements.
- 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 and material effect on the financial statements.
- To provide Statements of Financial Position, Statements of Activities, and Statements of Cash Flows and a review and report on investments.
- To separately provide summary financial information to management for each entity in the standard Authorities Budget Office format for input to the PARIS reporting system.

## **PROPOSAL REQUIREMENTS**

**Proposal Deadline** — The submissions must be received by mail on or before 4:00PM on September 15, 2022.

**Proposal Submission Method** — THREE (3) copies of the Proposal and other required documents must be submitted, sealed in an opaque envelope clearly marked with the name and number of the Proposal and the name and address of the Proposer. In addition, an electronic copy in .pdf format shall be sent to [bfioravanti@ocnyida.com](mailto:bfioravanti@ocnyida.com). Proposals in all required formats must be received by mail no later than **4:00PM September 15, 2022** at the following address:

**BILL FIORAVANTI, CEO**  
**ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY**

**4 CROTTY LANE #100**  
**NEW WINDSOR, NY 12553**  
**EMAIL:** [bfioravanti@ocnyida.com](mailto:bfioravanti@ocnyida.com)

**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, email, 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** — Provide a fee schedule and proposed compensation within the proposal that includes all services provided to the IDA. A breakout of level, hourly rate and hours assigned should also be included.

**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 your relationship(s) with any IDA Board member(s), representation of other parties, or participation in other matters that might affect this engagement.

## **AUDIT COMPLETION DATES**

Each year's audits must be complete and presented as follows:

- By **March 1st** of the year following the year under audit for the 2022 – 2023 Fiscal Years.
- **THREE (3)** hard copies are required as well as being submitted via email to management, along with summary financial information for each entity in the standard Authorities Budget Office format for input to the PARIS reporting system.
- Be available upon request to attend board meetings and meetings of the Finance Committee to present audit to the IDA board of directors and to answer other inquiries

from board and staff.

## **OTHER TERMS**

- The right is reserved to accept or reject any or all proposals and to waive informalities or irregularities in the selection process. The right is reserved to negotiate services to be provided and the accompanying fees. The IDA also reserves the right to amend, change or withdraw this RFP at any time.
- The IDA is not liable for any costs incurred by a proposer in responding to this RFP.
- The IDA reserves the right to retain a proposer it determines to be the most qualified (whether such proposer has submitted a qualifications statement in response to this RFP or not) without competition if such action is deemed to be in the best interests of the IDA. The IDA reserves the right to award the contract to the bidder it deems most qualified regardless of whether that bidder is the lowest cost bidder.
- There is no guarantee that any proposer deemed qualified through this RFP will in fact be awarded any auditing services by the IDA.
- A Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.
- A one (1) year contract is contemplated, subject to annual review, satisfactory performance, the annual availability of appropriation, and annual approval by the Agency's Board of Directors.

## **REVIEW OF PROPOSALS AND SELECTION PROCESS**

The IDA will review and consider the proposals submitted and will consider the following factors:

- Relevant experience of the firm and of key personnel, including professional qualifications; specialized experience and technical competence; reputation of personnel for working in an efficient, effective, proactive, and ethical manner; past experience; relationships or activities that might present a conflict of interest for the auditing firm or for the IDA.
- Ability to advise and represent the IDA in an effective and efficient manner.

- Quoted fee rates as applied by the IDA to the proposed need for services.
- Familiarity with QuickBooks accounting systems.
- Any other factors relevant to the selection process as determined by the IDA in its sole and absolute discretion.

If proposers have questions regarding the RFP, they may contact Bill Fioravanti, via email at [bfioravanti@ocnyida.com](mailto:bfioravanti@ocnyida.com).



## CERTIFICATION OF NON-COLLUSION

**Made To:    *Orange County Industrial Development Agency*  
*Orange County Funding Corp.***

- (a) By submitting this proposal to provide audit services, each proposer and each person signing on behalf of any firm certifies, and in the case of a joint proposal, each party therefore certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
- (1) The fees and terms in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such fees and terms with any other proposer or with any other competitor; and
  - (2) Unless otherwise required by law, the fees and terms which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
  - (3) No attempt has been made by the proposer or will be made to induce any other persons, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

\_\_\_\_\_  
*Printed Name and Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name of Firm/Company/Corporation*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Date*