

Newsday
PUB 1X 12/16/17

Notice to Bidders
Municipal Accounting Services

The Incorporated Villages of Lynbrook and Malverne will be accepting sealed Proposals from qualified Municipal accountants for the following services:

- 1) Audit of Financial Statements
- 2) Preparation of NYS Annual Financial Documents – Update Report

All Proposers must demonstrate experience with all applicable NYS Comptroller and GASB Standards. Proposals must be received by January 19, 2018 by 2:00 P.M. at the Office of the Village Clerk, 1 Columbus Drive, Lynbrook, N.Y. 11563. Copy can be obtained on the Village Website www.lynbrookvillage.com or fax request to (516) 887-8148.

Teresa Emmel
Clerk Treasurer
Village of Malverne

John Giordano
Village Administrator
Village of Lynbrook

REQUEST FOR PROPOSAL:

ACCOUNTING SERVICES

Timeline

RFP advertised	December 14, 2017
Proposal due	January 19, 2018 (2:00 p.m. EST)
Selection of Finalists to be interviewed	January 20-23, 2018
Interviews	January 26-30, 2018
Village Board Approval	February 9, 2018
Contract Start	February 12, 2018

Note: This is the Village's desired project schedule. The Village reserves the right to modify the schedule.

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The Villages of Lynbrook and Malverne (hereinafter called the “Village”) jointly invites qualified independent licensed municipal Certified Public Accountants (hereinafter called “CPA”) having sufficient governmental and auditing experience in training and preparing comprehensive annual financial statements (hereinafter called AFR) in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal. There is no express or implied obligation for the Village to reimburse CPA for any expenses incurred in preparing proposals in response to this request.

I. TYPE OF ACCOUNTING SERVICES

The Village’s annual financial statements: Governmental activities, statements of Village Library and the Village Justice Court. It is the intent of these specifications to retain a CPA to propose the AFR in a form comparable to its most recent AFR on file for the Village and Justice Court.

The accounting services include:

- The preparation of the Annual Financial Report (AFR), in accordance with the laws and/or regulations of the State of New York, using the GASB34 reporting module. The AFR includes the basic financial statements, required and other supplementary information and compliance reports. The CPA is required to prepare any supplementary information as required. The AFR preparation will cover federal, state, and local funding sources in accordance with all of the following:

- Generally accepted accounting standards
- Government Accounting Standards Also, the AFR must be prepared to pass and receive an unqualified opinion based on the following:
 - Generally accepted auditing standards
 - Government auditing standards
 - The Single Audit Act of 1984 and the Single Audit Act Amendments of 1996
 - The provisions of OMB Circular A-133: Audits of State, Local Governments, and Non-Profit Organizations
 - The State Single Audit Implementation Act; and
 - Applicable laws and regulations.

II. ACCOUNTING SERVICES PERIOD

The Village intends to continue the relationship with the selected CPA for a two (2) year term, with three (3) optional one-year renewals. The total contract term is not to exceed a maximum of four (4) fiscal years and is subject to annual review and recommendation of the Treasurer.

The first year term covers financial reporting for the following periods:

June 1, 2017 through May 31, 2018 (Fiscal Year 2018)

Each year the CPA will forward to the Village for signature a services contract, created and approved by the Village that document the terms of the accounting services. Since the Village cannot appropriate future resources, the remaining years of the agreement are subject to approval in the Village’s annual budget.

III. ACCOUNTING SERVICES REQUIREMENTS

1. The preparation of the Village’s financial statements must be conducted in accordance with generally accepted accounting standards; Government accounting standards, and must pass and receive an unqualified opinion based on generally accepted auditing

standards; Government auditing standards, issued by the Comptroller General of the State of New York; Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; the State Single Audit Implementation Act; any other applicable procedures to meet the audit requirements of a local government's AFR prepared in accordance with generally accepted accounting principles (GAAP).

2. The CPA should also be familiar with and be prepared to advise Village staff on how best to implement both current and proposed GASB standards. In addition, the CPA is also expected to provide informal advice and consultation throughout the year on matters relating to accounting and financial reporting. This would not necessarily include any task that entails significant research or a formal report.
3. Should circumstances arise during the AFR preparation that require significant additional work to be performed in excess of the amounts set forth in the contract, additional costs shall be negotiated prior to commencement of the work and an amended contract will be submitted for approval by the Mayor and Board.
4. The Village is responsible for balancing all accounts at year-end and will furnish work papers in conjunction with the accounting services engagement. The CPA must assist the Village to have a preliminary draft of the AFR in a format suitable for publication of an annual audit, including required adjusting journal entries, if any, to the Village Administrator or designee by September 15th and allow the Village ten (10) business days to proof the preliminary draft. During that period and the forthcoming audit period, the CPA should be available for any meetings that may be necessary to discuss the auditor's concerns, questions and/or reports. The Village Administrator or designee will consult with CPA any proposed revisions by the auditor before release of the final report.
5. The CPA shall provide fifteen (15) bound copies each of the AFR for the Village Library and the Village Justice Court.

IV. OTHER SERVICES

1. The CPA shall meet with the Village Staff prior to the commencement of the Fiscal Year 2018 to discuss the CPA's planned approach to the preparation and to provide a list of schedules to be prepared by Village personnel prior to the beginning of fieldwork. It is expected that interim fieldwork would be performed in April or May with the final phase of fieldwork commencing in September.
2. The CPA will assist the Village with implementing comments and suggestions provided to the Village with its Management Letter.

V. ACCOUNTING SERVICES CONTRACT AND PAYMENT OF FEES

Prior to commencement of work, the Village must approve the accounting services contract. Up to 75% of the total fee may be billed through interim or progress billings prior to submission of the final report to Village Board. The CPA may submit final billings following the Village's approval of the audited financial statements in the AFR.

VI. SUBMISSION OF PROPOSALS AND TIME SCHEDULE FOR AWARDING THE CONTRACT

Proposals must be submitted in a sealed envelope marked "Accounting Services Proposal" to:

John Giordano
Village Administrator
1 Columbus Drive
Lynbrook, NY 11563

Proposals will be received until 2:00 p.m. Eastern Daylight Time January 19, 2018.

It is anticipated the Village staff will review the proposals and will make a recommendation to the Village Board by February 9, 2018. Following approval by the Village Board, it is expected a contract will be executed between the Village and the selected CPA firm on or about February 12, 2018.

The Village reserves the right to modify the dates for preliminary selection and final contract approval based on changes to regularly scheduled Village Board meeting dates, unanticipated delays in the selection and/or negotiation process, or any other contingency based on the best interest of the Village. Nevertheless, every effort will be made to be respectful of the time constraints put upon public accounting firms in the late spring.

Any questions should be directed to John Giordano, Lynbrook Village Administrator, in writing at jgiordano@lynbrookvillage.com ; or temmel@malvernevillage.org, Village of Malverne.

VII. DESCRIPTION OF THE VILLAGE AND ITS ACCOUNTING SYSTEM

A copy of the current AFR is available in the Downloads link of the Village's websites. The CPA will be responsible to prepare the AFR consistent with the prior year Report, including the Report for the Village Justice Court.

VIII. ACCOUNTING RECORDS

The computerized budget and accounting records are processed using KVS government accounting software for Lynbrook, and Malverne. Payroll is processed by Accudata for Lynbrook, and Paychex for Malverne. The records of the Justice Court are maintained by SEI; parking ticket processing in Lynbrook is outsourced by Lynbrook to Fundamental Business Systems, Malverne Justice Court is processed in house.

IX. ACCOUNTING SERVICES ASSISTANCE AVAILABLE TO CPA

The Finance Department staff, of both Villages will provide assistance as part of the financial statement preparation process. This includes the preparation of all necessary confirmations, completion of worksheets, retrieval and re-filing of source documents, preparation of reports and schedules prior to and during fieldwork. The CPA will have access to all printed reports and the computer system to view records and print reports. Reasonable workspace, tables/desks and chairs will be made available for CPA's staff fieldwork. The CPA staff will also be provided with access to telephone lines, photocopying and facsimile machines.

The Village's fiscal year ends May 31st each year. The Village records additional accruals through June 30th. A trial balance, a draft of the basic financial statements and all agreed upon schedules will be available for the CPA's staff prior to the scheduled dates for actual fieldwork.

X. DESCRIPTION OF SELECTION PROCESS

One copy of the proposal should be submitted at the time and place indicated in Section VI. SUBMISSION OF PROPOSALS AND TIME SCHEDULE FOR AWARDING CONTRACT.

The Village reserves the right to reject any or all proposals if there is good cause; to cancel the solicitation; waive technicalities; request clarification or additional information and be the sole judge of suitability of the services for its intended use and further specifically reserves the right to make the award and negotiate a final contract in the best interest of the Village considering cost effectiveness. Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid. The Village reserves the right to retain all submitted proposals.

In order to standardize the review process, the CPA's proposal must be presented in the following format and include the designated information.

Section A. Experience and Other Qualifications

The first section should address the requested information below. The corresponding response should begin with the number of the requested information.

1. Indicate the location of the office and the number of people, by level, that will handle the accounting services.
2. Provide a list of the office's current and recent government clients, indicating the type(s) of services performed and the number of years served for each. Provide names, addresses, and telephone numbers of personnel of current and prior governmental clients who may be contacted by the City for reference.
3. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the number of years of engagement.
4. Describe your CPA organization's participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review including management letter and responses, if any. Indicate whether review included government engagements.
5. Describe the professional experience in AFR preparation of each senior and higher-level person assigned to the accounting services outlined above, including years on each job and his/her position while on each audit. Indicate the percentages of time each senior and higher-level person will be on site during the Village's AFR preparation.
6. Identify proposed sub-contractors, if any, and the portion(s) of the engagement for

which they will be used.

7. Describe the relevant educational background of each person assigned to the accounting services, senior-level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
8. Provide a resume for each individual who may be assigned to the preparation of the Village's AFR and training which describes his/her professional qualifications, licenses and experience in preparing AFR preparation and training. Additional information should include any specialized skills, training, or background in public finance. This may include participation in State or national professional organizations, speaker or instructor roles in conferences or seminars, or authorship of articles and books.
9. Describe the firm's specific AFR preparation approach in the form of a work plan.
10. Describe the organization of the accounting team and the approximate percentage of time spent in training that will be necessary to achieve the Village's goals stated above.
11. Comment specifically on the timeline and how the Village can assist in expediting the AFR preparation and training. Describe assistance expected from the Village staff, if other than outlined in RFP.
12. Identify a tentative schedule for completing the AFR preparation within the specified deadlines.
13. Describe liability insurance coverage arrangements to assure that it is sufficient to cover claims.
14. Describe any regulatory action taken by any oversight body against the proposing CPA organization or local office, if any.
15. Identify any potential difficulties, along with the firm's proposed resolution and any additional assistance expected from Village staff.
16. Provide any other information you believe relevant to the decision of selection of the best CPA firm for the Village.

Section B. Cost Proposal

Proposals should include cost estimates and other necessary cost information. Include the following information:

1. On the form below, separately specify costs for
 - a. Item 1 - Preparation of five (5) annual reports: AFR for the fiscal year ended May 31, 2018 – May 31, 2022.

- b. Item 2 PROPOSAL – Preparation of "NYS Annual Financial Documents - Update Report", (AUD) as required by the Office of the State Comptroller for the year ending May 31, 2018, and costs for each of the two subsequent years.

		Total Cost <u>AFR</u>	Total Cost <u>AUD</u>
Village of Lynbrook	FY 2018	\$ _____	\$ _____
	FY 2019	\$ _____	\$ _____
	FY 2020	\$ _____	\$ _____
	FY 2021	\$ _____	\$ _____
	FY 2022	\$ _____	\$ _____
Grand Total	FY 18-22	\$ _____	\$ _____
Village of Malverne	FY 2018	\$ _____	\$ _____
	FY 2019	\$ _____	\$ _____
	FY 2020	\$ _____	\$ _____
	FY 2021	\$ _____	\$ _____
	FY 2022	\$ _____	\$ _____
Grand Total	FY 18-22	\$ _____	\$ _____
Annual Discount % if Contract Awarded by both Villages		_____ %	_____ %

2. Include a signed "Authorized Signatures and Attestation" form (Exhibit A).

SELECTION PROCESS

1. The Village will evaluate the proposals.
2. The Village reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.
3. Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.
 - a. Mandatory elements
 - i. The CPA firm is independent and licensed to practice in New York
 - ii. The firm has no conflict of interest with regard to any other work performed by the firm for the Village and other entities
 - iii. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
 - iv. The firm submits a copy of its last quality control review report and the firm has a record of quality AFR preparation work.

- b. Technical qualifications
 - i. Expertise and Experience
 - 1. The firm's past experience and performance on comparable government engagements.
 - 2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 - ii. AFR
 - 1. Adequacy of proposed staffing plan for various segments of the engagement.
- c. Price
 - Cost will be a factor in the selection of the CPA firm.

The Village also reserves the right to select one or both Items 1 & 2 as specified in Section B, to the extent as permitted under GASB rules, and the selection of Item 2 ("NYS Annual Financial Documents - Update Report") can be made as a separate bid award independent of Item 1 (AFR).

Authorized Signature and Attestation

I, the undersigned, an authorized representative of _____, whose address is _____, have read and thoroughly understand the specifications, instructions and all other conditions of the RFP – Accounting Services issued by for Accounting Services for the fiscal years May 31, 2018 to May 31, 2022.

Acting on behalf of my accounting firm, which is listed above, I do attest that the services offered by us meet specifications in every respect (check one) _____ without exception / _____ with exception.

We, therefore, offer and make this bid to furnish the Accounting Services detailed in this proposal, at the price indicated.

Date: _____

Signature: _____

Printed Name: _____

Title: _____