



1 BONNIE HEIGHTS ROAD, MANHASSET, NY 11030

(516) 627-5000 FAX: (516) 627-5470

WWW.VILLAGEFLOWERHILL.ORG

REQUEST FOR PROPOSALS FOR INDEPENDENT AUDIT SERVICES

The Village of Flower Hill (Village) is requesting written fixed fee proposals from qualified independent public accountants licensed to practice in the State of New York to submit written fixed fee proposals to conduct an annual audit of the financial accounts and records of the Village of Flower Hill in accordance with specifications outlined herein and including any and all work necessary for compliance with GASB Statement No. 34 & 45, also in accordance with specifications outlined herein.

Introduction and Background

The Village of Flower Hill, is an incorporated Village with approximately 5,000 residents and an area of 1.6 miles, located in parts of Manhasset, Roslyn and Port Washington in the Town of North Hempstead, Nassau County, New York. The Village's fiscal year starts June 1 and ends on May 31. The Village has operated under the Village Board form of local government since its incorporation in 1931. The seven member Board is elected at large for two year terms. Elections are non-partisan as provided by the Village Charter. A full-time Village Administrator is appointed by the Board every two years. The Village has a total payroll of approximately \$851,000 with ten employees. Payroll is processed bi-weekly. The total appropriations in the 2021-22 Adopted Budget are \$4,324,254.00. More detailed information can be found in the Village's adopted budgets, on our website www.villageflowerhill.org under the finance tab.

Scope of Services

The audit engagement period shall cover the five (5) consecutive fiscal years, beginning with the fiscal year ending May 31, 2022 and through the fiscal year ending May 31, 2026, and the engagement shall include the rendering of opinions on the financial statements for the years then ended. The audit will be conducted in accordance with Generally Accepted Auditing Standards. A Management Letter shall be prepared with recommendations for improving internal accounting controls. At the conclusion of the audit, a senior representative of the auditing firm shall appear before the Treasurer and Village Administrator, and separately in a presentation before the Mayor and Board of Trustees to discuss the findings of the resulting audit, and recommendations for improving the Village's systems of internal control.

Over the course of the audit engagement period, the auditing firm shall, at no additional cost to the Village, make qualified staff members available to the Village for general consultation, regarding financial accounting and reporting issues.

The auditing firm will prepare draft notes and develop disclosure forms or other mechanisms to capture needed information as required by GASB Statement No. 34. The auditing firm will prepare a test year draft financial statement.

The engagement shall be staffed in such a manner so as to allow completion of the preliminary field work in not more than one week and the primary field work in not more than two consecutive weeks.

The auditor will also fill-out and submit per compliance with the Office of the New York State Comptroller, the Annual Update Document after approval and review by the Village Clerk-Treasurer.

Report Requirements

The following reports are required at the completion of each fiscal year of the engagement:

- An auditor's opinion as to whether the general purpose financial statements present fairly the financial position and results of financial operations of the Village in accordance with the generally accepted accounting principles for state and local governments. This opinion is to

be expressed on the financial statements at the combined level. The audit must also contain an auditor's opinion as to whether the supplemental schedule of Federal and State Financial Assistance presents fairly the actual grant data in relation to the general-purpose financial statements.

- An auditor's statement as to whether an internal control system exists to provide reasonable assurance that all funds are managed in compliance with applicable laws and regulations.
- An auditor's statement on compliance with grant requirements.
- Financial Statements prepared under the financial reporting model as it relates to GASB 34 for each fiscal year.
- A management letter of comments and recommendation.
- An audit of the Flower Hill Justice Court
- Annual Update Document submission after approval and review by the Village Administrator and Treasurer.

The accounting firm shall print, bind, and submit five (5) copies of the aforementioned reports to the Administrator of the Village of Flower Hill. A copy of the report shall also be provided in electronic format.

The accounting firm shall conduct an annual audit planning meeting with the Administrator and Treasurer prior to the beginning of each year's work, and shall conduct an annual exit conference with the Administrator and Treasurer to review draft copies of the aforementioned reports, prior to issuance in final form. The final reports shall be provided no later than September 30th following the close of each fiscal year. The auditor will be required to attend a Village Board meeting when the report is presented.

Procedure for Proposals

We are seeking price quotations for annual services.

Submissions for consideration must be received by 4:30 pm on November 22, 2021. The Village Board of Trustees will make a selection from among the respondents at a meeting scheduled for December 6, 2021.

Submissions should be addressed to:

Ronnie Shatzkamer, Village Administrator
Village of Flower Hill
1 Bonnie Heights Road
Manhasset, NY 11030

Or emailed to Administrator@villageflowerhill.org

Selection

Selection of the firm for oral presentations and ultimate work for the Village will be based on the following:

- Responsiveness to terms and conditions and the completeness and thoroughness of the written proposal to the purpose and scope of services. Please respond to the scope of services section following the same order as in this RFP. For each step, be sure to detail what technical and support services you would have available. Additional items may be added to the proposal.
- Reputation and professional qualifications of the specific individuals to be involved in rendering the services to the Village. Please provide a resume for each individual who will be responsible for the management of the engagement.
- Fee structure - Quote annual fees for services to be rendered on the proposal form provided with this RFP.
- Experience providing similar services based on reference of former and/or current New York Municipal clients. Please provide the name, address and telephone numbers of contact persons for at least five (5) references and a copy of their latest official statement, if any.
- Demonstrated experience with GASB Statement No. 34 presentations and successful strategies for the same. Include specific references and courses successfully completed by members of the accounting team that will be assigned to the Village of Baxter Estates.

The Village reserves the right to select the respondent who best meets the requirements of the RFP, and not necessarily the lowest bidder. Further, the Village reserves the right to amend, in whole or in part, this RFP; withdraw or cancel this RFP; and accept or reject any or all proposals for any or no reason and with no penalty to the Village.

The Village shall inform the Awardee that they have been selected however neither the selection or the issuance of a notice of award shall constitute a binding commitment on behalf of the Village to enter into any contract or binding arrangement with the Awardee.

The Village of Flower Hill reserves the right to reject any or all proposals, or any portion thereof, as the Board determine to be in the best interests of the Village, and to negotiate with any one or more of the respondents.

If the individual or firm selected does not execute an agreement within thirty (30) days after the award of the proposal, the Village of Flower Hill reserves the right to award the agreement to the next qualified individual or firm.

By submitting a proposal, the auditor represents that she/he or the firm will not discriminate in the rendering the services against any person in violation of any applicable federal, state and local laws and regulations.

The Village of Flower Hill shall pay for services on the basis of the approved fee schedule per the agreement.

All information, data, reports and records necessary for carrying out the work shall be furnished to the contractor without charge by the Village of Flower Hill and the Village shall cooperate with the individual or firm. The Village of Flower Hill shall have the right to terminate any agreement awarded without cause by specifying the date of termination in a written notice to the firm at least sixty (60) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed through the termination date.

No Public Official or employee of the Village of Flower Hill who exercises any responsibilities in the review, approval or carrying out of this agreement shall participate in any decision relating to this agreement which affects his or her direct or indirect personal or financial interest.

The firm to which an agreement is awarded shall not assign any interest in such agreement and shall not transfer any interest in the same without prior written consent of the Village of Flower Hill. No reports, information or data given to or prepared by the individual or firm under this agreement shall be made available to any individual or organization by the individual or firm without prior written approval of the Village of Flower Hill.

All work produced under this agreement shall be the property of the Village.

Liability and Insurance

The firm shall identify all professional liability insurance that it carries, and the Village of Flower Hill will be named as an additional insured on such policy of the firm that whose proposal is accepted, if any. An insurance certificate must be filed with the Administrator prior to the commencement of work.

As an Independent Contractor of the Village, the Awardee is responsible for providing their own insurance in the form Errors & Omissions Liability Insurance, defending, indemnifying and holding harmless the Village of Flower Hill, elected and appointed officials, employees and volunteers, its agents, employees and representatives, from any all loss/or damage arising out of the performance of services with a combined minimum liability limit of \$1,000,000 per claim. If possible, and preferable, the Awardee should also be responsible for providing their own of Commercial General Liability, defending, indemnifying and holding harmless the Village of Flower Hill, elected and appointed officials, employees and volunteers, its agents, employees and representatives, from any all loss/or damage arising out of the performance of services with a combined minimum liability limit (Bodily Injury and Property Damage) of \$1,000,000 per claim. The Inc. Village of Flower Hill, all elected and appointed officials, employees and volunteers are to also be included as a primary and non-contributory additional insured under the Commercial General Liability Policy per form CG2026 or an equivalent form.

The Awardee shall provide worker's compensation insurance and disability benefits insurance or proof of it not being required to secure same as evidenced by certificates or affidavit approved by the State Workers Compensation Law.

Village Assistance to the Auditing Firm

The Village will provide the auditing firm with the following assistance in the preparation of the required reports:

- Preparation of year-end individual fund balance sheets, revenues and expenditures
- Completion of all written confirmation documents
- Location of appropriate records, pulling and filing of necessary records and documents

The Village will also provide copies of official documents for inclusion in work papers (tax schedules; appropriations; cash reconciliation; and debt reports)

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Required Information from the Parties Submitting Proposals

In order to simplify the evaluation process and obtain maximum comparability, the Village requires all accounting firms to submit proposals in the following format. Any deviation from this format may result in disqualification of the proposal.

- Title Page, including name of firm, address, telephone number, e-mail address and web address of the firm (if available), name of contact person, date of submission.
- Letter of Transmittal (not to exceed 2 pages) - Briefly state the proposer's understanding of the work to be done and make a positive commitment to complete all work and deliver all reports within the required time period. An individual authorized to contractually bind the firm must sign the letter.
- Table of Contents - Include a clear identification of the materials by section and by pagenumber.
- Professional Experience - Describe the firm's experience with New York local government finance during the past five years. Identify the specific supervisors that will be assigned to the Village of Baxter Estates and provide copies of the resumes of supervisory staff to be assigned. Resumes

must identify the specific municipal education, training, and experience of the Supervisory staff assigned to the Village. Describe the firm's participation in professionally sponsored quality control review programs and provide a copy of the peer review letter Describe the firm's experience with GASB Statement No. 34 including staffs education and training. Provide the name, address, and telephone number of at least five(S) New York municipal client references, which the Village may contact.

Approach to Audit Engagement - State the proposer's understanding of the services to be performed and the work products to be delivered. Submit a proposed work plan to accomplish the required services for the fiscal year ending May 31, 2017, within the required time frame. The work plan must include time estimates for each major component of the audit, by staff level, and staff assignments. Please include a brief discussion of the audit procedures to be employed in each major component of the audit.

- Compensation - Please use the Proposal Form included with this RFP for this section.
- Additional Information - Provide additional information, not specifically requested previously, considered necessary for fair evaluation of the proposal.

**PROPOSAL FORM
INDEPENDENT AUDIT
SERVICES FISCAL
YEARS 2021/22 –
2025/26**

The undersigned, hereafter called the proposer, having fully familiarized himself with the specifications for providing professional independent auditing services to the Village of Flower Hill and the Flower Hill Justice Court, hereby agrees and declares:

That prices inserted cover all labor, materials, transportation, insurance, and all other necessary expenses to fulfill the conditions of the contract within the time stated:

Period Ending May 31, 2022 \$ _____

Period Ending May 31, 2023 \$ _____

Period Ending May 31, 2024 \$ _____

Justice Court Audit for period ending August 31, 2022 \$ _____

Justice Court Audit for period ending August 31, 2023 \$ _____

Justice Court Audit for period ending August 31, 2024 \$ _____