



**Geneva Local Development Corporation  
Geneva Industrial Development Agency**

**JOINT REQUEST FOR PROPOSALS (RFP)  
for  
AUDITING SERVICES**

**Geneva Industrial Development Agency and Geneva Local Development Corporation**

**RFP Release Date: May 8, 2023**

**Response due date: May 30, 2023 at 12:00PM**

**I. INTRODUCTION**

The Geneva Industrial Development Agency (the "Agency") and Geneva Local Development Corporation (the "Corporation"), both located at 47 Castle Street, Geneva, NY 14456 and collectively the "Entities", are requesting proposals for qualified firms of certified public accountants to audit each entity's stand-alone financial statements.

**II. NATURE OF SERVICES REQUIRED**

**A. General**

The Entities are requesting proposals from qualified firms of certified public accountants to audit the financial statements for the fiscal years 2023, 2024 and 2025. The Agency's fiscal year ends September 30 and the Corporation's fiscal year ends December 31. The Entities envision a three-year contract term. No subcontracting will be allowed.

**B. Scope of Work to Be Performed/Auditing Standards**

The auditor will be asked to express an opinion on the fair representation of the financial statements in conformity with generally accepted accounting standards as set forth by the American Institute of Certified Public Accountants, and the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller of the United States.

**C. Reports to Be Issued**

Audits of Financial Statements Prepared in Accordance with Generally Accepted Accounting Principles ("GAAP")

Following completion of each audit, where applicable, the auditor shall include:

1. Independent Auditor's Report.
2. Management Discussion and Analysis.

3. Basic Financial Statements (Balance Sheet, Statement of Activities, and Statement of Cash Flows).
4. Required Supplemental Information.
5. Report on Compliance and on Internal Control Over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
6. Investment Compliance report, or similar, as required under the Public Authorities Law.

#### D. Other Reports

1. In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a control deficiency, significant deficiency or a material weakness in the design or operation of the internal control structure which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.
2. Non-reportable conditions discovered by the auditors shall be verbally reported to management.
3. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of which they become aware to the Board of Directors of the Agency or Corporation (whichever is impacted).

#### E. Reporting Requirements

The Entities' final statements are due to the NYS Authorities Budget Office no later than 90 days following fiscal year end. Therefore, the audit firm selected must be able to complete all necessary audit procedures including meetings with management (as necessary), the Audit Committees, and Boards of Directors in advance of the due date.

#### F. Retention

All working papers and reports must be retained, at the auditor's expense, for a minimum of seven (7) years, unless the firm is notified by the Agency or Corporation of the need to extend the retention period.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### III. PROPOSAL REQUIREMENTS

In addition to the Technical Proposal, a Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.

**Responses to this solicitation must be submitted to the individual cited below, on or before May 30, 2023 at 12:00 PM. It is preferred that proposals are submitted electronically by email (attachments or file sharing links are acceptable). If needed, one hard copy proposal can be delivered to the below address.**

Tracy Verrier, Executive Director  
[tracy.verrier@mrbgroup.com](mailto:tracy.verrier@mrbgroup.com)

Geneva IDA / LDC  
47 Castle Street  
Geneva, NY 14456

Should you have any questions regarding this Request for Proposal, you may contact Tracy Verrier at [tracy.verrier@mrbgroup.com](mailto:tracy.verrier@mrbgroup.com). Questions must be received prior to May 24, 2023 at 5:00 PM to guarantee a response.

### IV. TECHNICAL PROPOSAL

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake independent audits of the Entities in conformity with the requirements of this RFP. The Technical Proposal should also demonstrate the qualifications of the particular staff to be assigned to the engagement.

The firm should provide an affirmative statement that it is independent of the Entities as defined by the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

The proposer should state the proper legal name of the firm, the overall size of the firm, the size of its governmental audit staff, the location of the office where the engagement is to be performed and the specifics of the staff assigned to the account.

### IV. COST PROPOSAL

An all-inclusive, not to exceed price relative to performing the audit engagement as described in the RFP should be provided as part of the RFP response. This cost should include all direct and indirect costs, including all out-of-pocket expenses. The proposal should offer separate pricing for the Agency and Corporation.

The Entities will not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the Cost Proposal. Such costs shall not be included in the Cost Proposal.

The firm shall also provide information on the results of any federal or state desk review or field reviews of its audits during the past three (3) years.

Information should be provided listing similar engagements that the firm may have had with other entities of this type, performing similar tasks as required in this RFP.

V. SELECTION OF AUDITOR

The Entities will select a firm after evaluation of technical and pricing components of the responses received.

Award notification is anticipated by June 12, 2023.

VI. 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 Entities also reserves the right to amend, change or withdraw this RFP at any time

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 three (3) year contract is contemplated, subject to annual review, satisfactory performance, and the annual availability of appropriation. Termination of the contract prior to the end of the term would require an affirmative vote of the Entities' Boards of Directors.

**NON-COLUSION CERTIFICATION**

By submission of this proposal, the Offeror \_\_\_\_\_ certifies,  
Name of Offeror

that (s)he is \_\_\_\_\_ of \_\_\_\_\_ and,  
Title Name of Firm

under penalty of perjury, affirms:

1. The prices 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 prices with any other Offeror or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly, to any other Offeror or to any competitor; and
3. No attempt has been made or will be made by the Offeror to induce any other person, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.
4. The proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, organization or corporation.
5. Each person signing the proposal certifies that:  
  
    [a] He is the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (1-4) above; **Or**  
  
    [b] He is not the person in the Consultant's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to (1-4) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (1-4) above.

Sworn to before me this \_\_\_\_\_  
Offeror Signature

Day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public {SEAL / STAMP}