

**VILLAGE OF AMITYVILLE
REQUEST FOR PROPOSALS FOR ACCOUNTING SERVICES**

I. INTRODUCTION

A. General Information

The Village of Amityville is requesting proposals from qualified firms of certified public accountants for non-audit accounting services for the fiscal year ending May 31, 2017 with an option for the Village to extend the agreement for another two years.

There is no expressed or implied obligation for the Village of Amityville to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

An appointment and on-site inspection may be scheduled by any firm interested in submitting a proposal to answer questions about the engagement. Any inquiries concerning the request for proposals should be addressed to:

Dina Shingleton, Village Clerk/Treasurer
Village of Amityville
21 Ireland Place
Amityville, NY 11701
(631) 264-6000

To be considered, THREE copies of a proposal must be received by the Village Clerk/Treasurer by 11:00 am on March 17, 2017. The Village reserves the right to reject any or all proposals submitted.

During the evaluation process, the Village reserves the right, where it may serve the Village's best interest, to require additional information or clarifications from proposals, or to allow corrections of errors or omissions. At the discretion of the Village, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

B. Term of Engagement

A one-year contract with an option for the Village to extend the agreement for another two years is contemplated.

II. Nature of Services Required

- A. Review the Village's books and records throughout the year to ensure that the accounting is done on a timely basis

- B. Review monthly bank reconciliations prepared by Village personnel and/or prepare monthly bank reconciliations for all Village bank accounts
- C. Recommend adjusting journal entries through the year as deemed appropriate
- D. Assist Village Administration in implementing internal control procedures as needed
- E. Communicate and/or meet with the Mayor, Board of Trustees, and Village Clerk/Treasurer regarding financial matters as needed
- F. At the end of the fiscal year:
 - 1. Assist the Village in closing the books for the year ending May 31, 2017. This process will include all year end adjusting journal entries.
 - 2. Assist in preparing the Village for the annual external audit, including the preparation of various schedules supporting account balances.

III. Selection Criteria

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. 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.

IV. Terms & Conditions

The Village of Amityville reserves the right to reject any or all proposals, or any portion thereof, that it feels are in the best interests of the Village to do so 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 Amityville reserves the right to award the agreement to the next qualified individual or firm.

The Village of Amityville requires affirmative action, and, therefore, the individual or firm will not discriminate under the agreement against any person in accordance with federal, state and local laws and regulations.

The Village of Amityville 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 Amityville and the Village shall cooperate with the individual or firm in every way possible.

The Village of Amityville shall have the right to terminate this agreement 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.

No Public Official or employee of the Village of Amityville who exercised 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 shall not assign any interest in this agreement and shall not transfer any interest in the same without prior written consent of the Village of Amityville.

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 Amityville.

All work produced under this agreement shall be the property of the Village of Amityville. The firm shall describe what professional liability insurance it carries. The Village of Amityville will be named as an additional insured on its policy if the firm is the successful proposer. An insurance certificate must be filed with the Treasurer prior to the commencement of work.

The firm will be expected to sign a standard Contract Agreement Form with the Village of Amityville incorporating the terms of this RFP and the firm's response to this RFP. A copy of the standard Contract Agreement Form is included in this RFP.

V. Additional Information

If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued by the Treasurer and furnished to all firms on record.

Village of Amityville, 21 Ireland Place, Amityville, NY 11701 (631) 264-6000

All proposals become the property of the Village of Amityville and are subject to disclosure as required by the State of New York's Freedom of Information law.

The Village is not liable for any cost(s) incurred by the prospective auditors in the preparation of replies to this RFP.

VI. Required Information from Bidder

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.

A. 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

B. 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.

C. Table of Contents - Include a clear identification of the materials by section and by page number.

D. 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 Amityville 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.

Provide the name, address, and telephone number of at least (5) New York municipal client references, which the Village may contact

Submit a proposed work plan to accomplish the required services for the fiscal year ending May 31, 2017, within the required time frame.

E. Compensation

G. Additional Information - Provide additional information, not specifically requested previously, considered necessary for fair evaluation of the proposal.

