

January 14, 2025

**REQUEST FOR QUALIFICATIONS AND
PROPOSALS FOR PROFESSIONAL
AUDITING SERVICES**

1.0 INTRODUCTION

The Binghamton-Johnson City Joint Sewage Board (“Sewage Board”) is requesting qualifications and proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending 12/31/2024, with the option of auditing its financial statements for each of the TWO subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (2018), the provisions of the Federal Single Audit Act Amendments of 1996 and 2 CFR part 200, subpart F, which superseded OMB Circular A-133 on December 26, 2013.

To be considered for selection in response to this RFQ, ten (10) paper copies and one (1) electronic copy in .pdf format of the Proposer’s qualifications shall be submitted to the Sewage Board, in care of Billie J. Goodson Business Manager, Binghamton-Johnson City Joint Sewage Treatment Plant, 4480 Vestal Road, Vestal, New York 13850, **no later than 2:00 p.m. on Thursday, February 13, 2025**. The electronic copy may be e-mailed to: bgoodson@bjcwwtp.onmicrosoft.com prior to such date/time. Any questions or requests for information regarding this RFQ should be directed to Billie J. Goodson, Business Manager, via 607-729-2975 (or by FAX to 607-729-3041 or e-mail to bgoodson@bjcwwtp.onmicrosoft.com).

2.0 SCOPE OF SERVICES FOR WHICH QUALIFICATIONS ARE REQUESTED

2.1 The Sewage Board desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles.

The auditor is required to audit the combining and individual fund and account group financial statements and supporting schedules. The auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the general-purpose financial statements.

The auditor is required to submit a schedule of federal financial assistance to the Federal Audit Clearinghouse. The auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

2.2 Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

Generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (2018), the provisions of the Single Audit Act Amendments of 1996 and the provisions of 2 CFR part 200, subpart F, which superseded OMB Circular A-133 on December 26, 2013.

2.3 Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. Independent Auditors Report on General Purpose Financial Statements.
2. Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
3. Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with 2 CFR part 200, Subpart F.
4. When Required, Schedule of Expenditures of Federal Awards and submission of same to the Federal Audit Clearinghouse.
5. When Required, Notes to the Schedule of Expenditures of Federal Awards.
6. Schedule of Findings and Questioned Costs
7. Data Collection Form.

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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 significant deficiency 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.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be verbally reported to management.

Fraud and illegal acts. Auditors shall be required to make an immediate, written report of all fraud and illegal acts or indications of illegal acts of which they become aware to the Business Manager and the Sewage Board.

Auditors shall assure themselves that the Sewage Board is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments recorded and not recorded
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

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2.4 Special Considerations

1. The schedule of federal financial assistance and related auditor's report, as well as the reports on the internal controls and compliance are not to be included in the comprehensive financial report but are to be issued separately.
2. A list of findings and other weaknesses from the Sewage Board's most recent financial statement audit, as well as a list of findings from internal audits conducted during the most recent fiscal period to be audited, are available upon request.

2.5 Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Sewage Board of the need to extend the retention period. The auditor will be required to make working papers available upon request, to the following parties or their designees:

Sewage Board

U.S. Office of Environmental Protection Agency

U.S. General Accounting Office (GAO)

Parties designated by the federal or state governments or by the Sewage Board as part of an audit quality review process

Auditors of entities of which the Sewage Board is a sub-recipient of grant funds

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.

3.0 OTHER PROJECT REQUIREMENTS

- 3.1 **Contract.** The contract between the Sewage Board and a selected Proposer shall be in the form of the *Form Agreement for Professional Services*, attached hereto. Refer to the *Form Agreement* for details. Proposers shall not submit an alternative or replacement form of contract or terms with their proposal hereunder. Instead, if Proposer has concerns or wishes to propose alternative terms, the same shall be specifically listed in the submittal under 5.1.2(i) and/or (ii), as applicable, together with an itemized statement of the

change in not-to-exceed fee and/or reimbursement amounts to be provided under 5.1.4, below, should the Sewage Board decide to accept such alternative terms.

- 3.2 Project Schedule.** The services contemplated by this RFQ shall begin with the Notice to Proceed. The auditing firm shall schedule its services so that (i) an initial draft audit report is made available not later than the last business day of July and (ii) the final draft audit report is made available not later than the last business day of August.

4.0 SUBMITTALS

- 4.1 Qualifications.** The Proposer must submit the following for itself and for each subcontractor:

- 4.1.1 A completed Contractor/Subcontractor Questionnaire.
See attached.
- 4.1.2 A statement of the Proposer's professional qualifications to perform the services identified, including a list of clients who are state or local governments or government agencies.
- 4.1.3 A list of at least three unaffiliated references with respect to other similar work or comparable projects completed within the past three full calendar years (2022-2024) and current year-to-date. This list is to include name of the individual, company name, address, phone number, and a description of the work or comparable project.
- 4.1.4 Proposed fee for the scope of work.

5.0 REVIEW AND SELECTION

The Sewage Board anticipates evaluating up to three of the Proposers deemed the most qualified to perform the work based on evaluation of statements of qualifications received. In due course, Proposers will be notified of the results of the RFQ evaluation performed as to their submittals. Evaluation criteria include the following listed factors to be considered by the Sewage Board or selection committee:

1. Experience and qualifications of the Proposer's proposed staff.
2. Experience of personnel managing the account.

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3. The clarity and completeness of the proposal.
4. The Proposed Fee for Services.
5. Time by which the audit can be completed.

The rating and evaluation will be performed by the Sewage Board or a committee designated by it.

6.0 LIMITATIONS

- 6.1** The Sewage Board will require the Proposer selected to negotiate concerning the fee or the nature and extent of professional services to be provided. The results of such negotiation shall be incorporated into the contract between the Sewage Board and the selected Proposer.
- 6.2** The Sewage Board reserves the right to ask for clarifications or additional information and to consult references as may be necessary to judge the proposal and/or the qualifications of the Proposer.
- 6.3** Proposals as submitted are irrevocable and cannot be withdrawn for 45 days after the submission deadline stated in Section 1.0 of this RFQ.
- 6.4** All information, materials and proposals submitted in response to this RFQ and all negotiations will become the property of the Sewage Board. Proposers should not submit proprietary or confidential business information unless it is believed such information is critical to their presentation. Such information should be clearly identified as such and submitted on pages separate from the other submittals and in a separate electronic document contained the word "CONFIDENTIAL" in the filename. The Sewage Board will endeavor to protect such proprietary or confidential information to the extent that the law allows.
- 6.5** This RFQ does not commit the Sewage Board to award a contract or contracts or to pay any cost incurred in the preparation of a proposal in response to this RFQ.
- 6.6** The Sewage Board reserves the right for any reason at its sole discretion to accept or reject any or all proposals received as a result of this RFQ, to negotiate with qualified Proposers, to cancel in part or in its entirety this RFQ and/or discontinue discussions with a particular Proposer.
- 6.7** The Sewage Board reserves the right to make modifications and issue addenda to the terms and conditions of this RFQ at any time.

6.8 This RFQ and/or the selection of any Proposer does not create any contractual rights or obligations whatsoever with the Sewage Board.

END RFQ

ATTACHMENTS

1. Form Agreement for Professional Services
2. Contractor/Subcontractor Questionnaire

END ATTACHMENTS
