 **Niagara Orleans Land Improvement Corporation (NORLIC)**

**Board of Directors**

**Richard E. Updegrove**

*Chairperson*

**Brian Smith**

*Vice Chairman*

**Thomas J. DeSantis**

*Secretary*

**Kyle Andrews**

*Member*

**Michael A. Casale**

*Member*

**Lynne Johnson**

*Member*

**Robert DePaolo**

*Member*

**Officers**

Andrea Klyczek

*President*

Amy Fisk

*Treasurer*

Heather Peck

*Recording Secretary*

**REQUEST FOR PROPOSAL**

**TO:** Certified Public Accounting Firms

**FROM:** Andrea Klyczek, Executive Director

Niagara Orleans Regional Land Improvement Corporation

**DATE:** December 13, 2018

The Niagara Orleans Regional Land Improvement Corp. (NORLIC) invites your firm to submit a proposal to conduct the annual external audits as required by applicable statutes and regulations for NORLIC’s fiscal year which runs from January 1st to December 31st.

**Background of NORLIC**

NORLIC is a charitable Not-for-Profit Corporation created November 9, 2017, pursuant to Article 16 of the Not-for-Profit Corporation Law of the State of New York.

The purpose of NORLIC is to address the member counties problems regarding vacant and abandoned property in a coordinated manner and to further foster the development of such property and promote economic growth through the return of vacant, abandoned, and tax-delinquent properties to productive use.

**Organizational Structure**

NORLIC is governed by a seven-member board consisting of Chairperson Richard E. Updegrove (Niagara County Manager), Vice-Chairman Brian Smith (President of the Greater Lockport Development Corporation), Secretary Thomas J. DeSantis (Acting Director of Planning and Development for Niagara County) and Members: Kyle R. Andrews (Niagara County Treasurer), Michael A. Casale (Commissioner of Niagara County Department of Economic Development), Lynne M. Johnson (Chairman of the Orleans County Legislature) and Robert DePaolo (Code Enforcement Officer for the City of North Tonawanda).

The staff is comprised of a President, Andrea Klyczek, Treasurer, Amy Fisk, and Recording Secretary, Heather Peck

**Scope of Services**

Proposals are requested for separate Financial Audits for each of the next five fiscal years (2019, 2020, 2021, 2022 and 2023). Each audit should include, but not be limited, to the following tasks:

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* Audit the financial statements and provide an opinion of these statements and a management letter. The management letter must include a summation statement of audit findings and recommendations affecting the financial statements, internal controls, accounting and accounting systems.
* Complete the Schedule of Expenditures of Federal Awards and Compliance Reports related to federal expenditures. In addition, electronic submission of the Data Collection form for each year is required.
* Prepare the Federal Return of Organization Exempt from Income Tax Form 990
* Present draft financial statements and management letters to the NORLIC Executive Director, and the NORLIC Treasurer for review
* Present the financial statements and management letters to the NORLIC Board of Directors in late March/early April of each year
* Submit three hard copies and one electronic copy of the final documents

The audit must be done in accordance with Generally Accepted Auditing Standards, publications issued by the United States General Accounting Office, and the Office of Management and Budget (OMB) Circular A-133. Since more than $500,000 in federal funds may be expended during a fiscal year, full compliance with the Single Audit Act is required if applicable. In addition, the audit is being conducted as a requirement under the New York State Public Authorities Accountability Act (PAAA); therefore all state requirements must be followed.

NORLIC Office is located at 6311 Inducon Corporate Drive in Sanborn, NY and the majority of the field work for the audit will be performed at this site.

**Reservations of Rights**

NORLIC reserves the right to reject all or any part of any or all proposals, to waive technical deficiencies and to accept any proposal that it deems to be in the best interest of NORLIC. Any appointment resulting from this RFP will not necessarily be awarded to the firm with the lowest fees. The appointment shall be awarded to the compliant firm whose proposal best meets the needs of NORLIC, in the judgment of the board of directors of NORLIC. NORLIC reserves the right to negotiate the terms and conditions of the contract with the successful firm(s) to obtain the most advantageous situation for NORLIC. NORLIC reserves the right to request additional information from all applicants.

**Project Timeframe**

RFP Issued December 20, 2018

Submission of Proposals January 17, 2019

Contractor Selected January 24, 2019

Project Orientation January 31, 2019

Completion of all tasks Late March /Early April of each year

**Cost Proposal**

Proposed fees for each of the five fiscal years should be provided. In addition, please provide the proposed fee for a standard audit in the event that less than $500,000 in federal expenditures is expended in any of the fiscal years. The contract will not necessarily be awarded to the lowest bidder.

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**Experience**

Please provide the following information in your proposal:

* An overview of your firm
* Recent auditing experience with municipal and non-profit clients
* Experience with the Single Audit Act and PAAA
* Client references, including name and phone number
* Resumes of staff and supervisory personnel that will be assigned to the audit

**Submission Requirements**

Three (3) copies of your proposal should be submitted by **January 17, 2019** to:

Niagara Orleans Land Improvement Corporation

Attention: Andrea Klyczek, Executive Director

Samuel M. Ferraro Center for Economic Development – Suite One

6311 Inducon Corporate Drive

Sanborn, New York 14132.