

VICTOR FIRE DISTRICT

## **Professional Auditing Services**

### **Request for Proposals**

July 12, 2023

#### **Address**

Victor Fire District  
34 Maple Avenue  
Victor, NY 14564

VICTOR FIRE DISTRICT  
**Professional Auditing Services**

**Instructions for Proposals**

Sealed proposals will be received at the Victor Fire District, 34 Maple Ave, Victor, NY, 14564 by the Fire District Secretary for the Board of Fire Commissioners of the Victor Fire District until August 24, 2023, at 2 p.m., prevailing time, for providing Professional Auditing Services.

The enclosure containing the proposal shall be endorsed on the outside thereof the name of the submitter's name, the business address to which communications may be sent, and the title of the work for which the proposal is made. Proposals shall be delivered to the Victor Fire District Secretary to assure actual receipt by the stated time and date. Proposals mailed shall be sent to the Victor Fire District, Attn: Fire District Secretary, 34 Maple Ave, Victor, New York 14564 to assure actual receipt by the stated time and date.

In case a proposal seeks to furnish any other work or item in substitution for the particular item in the Scope of Work, the proposal must clearly describe such other work or item so that its capacity or function may be clearly understood and considered by the Board of Fire Commissioners.

All proposals shall include the non-collusion statement required under General Municipal Law §103-d.

The Board of Fire Commissioners reserves:

- (1) the right to examine and investigate any proposal as to the capacity to perform the work in accordance with the terms of the proposal, the Scope of Work of the Board of Fire Commissioners, and these instructions for proposals;
- (2) the right to reject any and all proposals;
- (3) the right to waive any informalities;
- (4) the right to award the contract to the lower proposal but, in case of two (2) or more responsible proposals submit identical proposals as to price, complying with the Scope of Work, the Request for Proposals and these instructions for Proposals, the Board of Fire Commissioners may award the contract to any or either of such proposals;
- (5) the right to examine and consider the proposals received for a period of sixty (60) days after the opening thereof; and,
- (6) the right in case a proposal to furnish any other work or item in substitution for the work named in the Scope of Work, to consider whether, in its judgement, such substitute or substitution shall meet its requirement and the judgement of the Board of Fire Commissioners shall be considered final.

Dated: July 12, 2023

**Board of Fire Commissioners  
Victor Fire District**

VICTOR FIRE DISTRICT  
**Professional Auditing Services**

**Proposal Requirements**

**General Information**

The Victor Fire District is requested proposals from qualified independent certified public accountants or independent public accounts to audit its financial statements for the fiscal year ending December 31, 2023. The audit is to be conducted in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning this RFP must be in writing and should be addressed to the District Treasurer, Sean McAdoo. District responses to all inquiries will be distributed to each potential proposer.

An appointment and on-site inspection may be scheduled by each proposer interested in submitting a proposal at the Victor Fire District, 34 Maple Ave, Victor, NY 14564. Each potential proposer is cautioned that an on-site inspection is only intended to afford the proposer an opportunity to better understand the required level of service so the proposer may fully prepare a complete proposal. The on-site interview is not intended to afford a potential proposer the opportunity to discuss its specific audit approach and/or its qualifications and cost. If conducted, an on-site visit with each potential proposer will be scheduled.

To be considered, THREE copies of a proposal must be received by the Fire District Secretary at the Victor Fire District, 34 Maple Ave, Victor, NY 14564, by 2 pm on August 24, 2023. The District reserves the right to reject any or all proposals submitted.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from a proposer, or to allow corrections of non-material errors or omissions or waive non-material requirements.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

**Description of the District**

The Victor Fire District is approximately 16 square miles and provides fire protection services to the eastern portion of the Town of Victor. The fiscal year begins on January 1 and ends on December 31. The 2023 budget has a total budget of approximately \$1,410,165. The District uses a General Fund and 4 Reserve Funds.

The District prepares its budget on a basis consistent with its basis of accounting. Where applicable, appropriations lapse at fiscal year-end and encumbrances are shown as a reservation of fund balance and are honored through subsequent year's expenditures.

The District participates in the New York State and Local Retirement System, the New York State Police and Fire Retirement System, and the Length of Service Award Program.

All financial accounting and reporting are handled through the District Treasurer. There are approximately 175 vendors the District regularly does business with. Annually, the District processes approximately 475 vouchers and 60 purchase orders. There are currently 5 payroll checks issued per pay period.

The District utilizes QuickBooks online for accounting software.

Each interested proposer wishing to review prior years' audit reports and management letters must contact Fire District Secretary Lisa Hauf at the Victor Fire Hall, 45 Maple Avenue, Victor, NY. The District will use its best efforts to make prior audit reports and supporting working papers available to each proposer to aid in its response to this RFP.

### **Nature of Services Required**

Each proposal must indicate its compliance with the attached Scope of Work by stating in its proposal reference to each paragraph of the Scope of Work and indicating "YES" or "NO" to each item. A "YES" to a designated item will mean full compliance; a "NO" will mean an exception is being taken. All exceptions must be fully explained on a separate page, titled "Exceptions", giving reference to the page and paragraph in the Scope of Work where the exception is being taken. Failure to comply with this requirement will result in the proposal being rejected.

Proposals will be addressed and submitted in accordance with the "Instructions for Proposals". The words "*Victor Fire District Professional Auditing Services*" must be stated on the face of the proposal envelope. It is the submitter's responsibility to see that its proposal arrives on time. Late proposals or proposals by telegram, facsimile, email, or telephone will not be considered.

Each proposal will be accompanied by a detailed description of the work it proposed to furnish.

No exception will be allowed for any of the aforementioned instructions. Proposals not submitted in accordance with these instructions may be rejected.

### **Technical Proposal**

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the District in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than the form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an audit approach that will meet the RFP requirement.

### **THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.**

The Technical Proposal should address all points outlined in the RFP (excluding any cost information, which should only be included in the Cost Proposal). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the RFP requirements. While additional data may be presented, the information listed herein must be included. They represent the criteria against which the Technical Proposal will be evaluated.

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

### **Firm Qualifications and Experience**

The proposer should state the size of the firm, the size of its governmental audit staff, the location of the office where this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full- and part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement of whether that quality control review included a review of specific government engagements.

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. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

#### Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a certified public accountant in New York State. Provide information on the government auditing experience of each person, including relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists mentioned in response to this RFP may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the proposer provided replacements have substantially the same or better qualifications or experience.

#### Similar Engagements with Other Fire Districts

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of five) performed in the last five years that are similar to the engagement described in the RFP.

Indicate the scope of work, date, engagement partners, total hours, and name and telephone number of the principal client contact.

#### Specific Audit Approach

The Technical Proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this RFP. In developing the work plan, reference should be made to such sources of information as the District's budget and related materials, organizational chart, programs, and financial and other management information systems.

Each proposer will be required to provide the following information on its audit approach:

- Proposed segmentation of the engagement.
- Level of staff and number of hours to be assigned to each proposed segment of the engagement.
  - **NO DOLLAR COSTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL**
- Sample size and type and extent of testing.
- Approach to be taken to gain and document an understanding of the District's internal control structure.
- Approach to be taken in determining laws and regulations that will be subject to audit test work.
- Approach to be taken in drawing audit samples for purposes of tests of compliance.

#### Identification of Anticipated Potential Audit Problems

The Technical Proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the District.

#### **Sealed Cost Proposal**

1. All-Inclusive, Not-to-Exceed (NTE) Price

The Cost Proposal should contain all pricing information relative to performing the audit engagement as described in this RFP. The all-inclusive NTE price to be bid is to contain all direct and indirect costs, including all out- of-pocket expenses.

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

The first page of the Cost Proposal should include the following information:

- Name of firm.
- Certification that the person signing the Cost Proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the District.
- An All-Inclusive NTE Price for the December 31, 2023 engagement

2. Hourly rates by Partner, Specialist, Supervisory and Staff Level Multiplied by Hours Anticipated for Each

3. Hourly Rates for Additional Professional Services

4. Manner of Payment

Periodic payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred, up to the NTE price for the engagement. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

### **Addenda and Interpretations**

No interpretation of the meaning of the specifications or other contract documents shall be requested by or made to any submitter verbally.

Every request for such interpretation will be in writing and addressed to the Fire District Secretary at the address for the Fire District set forth in the Instructions to Proposals, and must be received at least three business days prior to the date fixed for the open of the proposals to be given consideration.

### **Timelines**

It is anticipated the selection of a firm will be completed by September 12, 2023. Following notification of the selected firm it is expected a contract will be executed between both parties by November 1, 2023.

The preliminary report on the financial statements of the District is due at the February Board of Fire Commission Meeting anticipated to be scheduled for February 13, 2024. The final report and 5 signed copies must be delivered by March 12, 2024.

AUD will be completed and submitted on behalf of Victor Fire District after review by the District Treasurer no later than March 31, 2024.

The District reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP, including, but not limited, to the due date for receipt of proposals.

### **Proposal Evaluation**

Proposals received will be evaluated by the Board of Fire Commissioners of the Victor Fire District, its personnel, and Fire District legal counsel. This evaluation will be based as a minimum on the following criteria:

- (1) commitment for quality and timeliness of service;
- (2) completeness of the proposal, i.e., the degree which it responds to all requirements and requests for information contained herein;
- (3) submitter's demonstrated capabilities and qualifications, including service; and,
- (4) other relevant considerations, as the Fire District may determine in its best interests.

## **Form of Contract**

A copy of the proposed contract shall be submitted with each proposal, the final form of which shall be subject to approval by the Fire District's legal counsel.

## **Contract Award**

The Fire District reserves the right to reject any or all proposals deemed to be unresponsive. The Fire District also reserves the right to waive any informalities, irregularities, and technicalities in procedure as may be in the best interest of the Fire District.

The Fire District reserves the right, before awarding the contract, to require a proposal maker to submit evidence of their qualifications as deemed necessary, including prior experience. The Fire District reserves the right to award the contract to the most responsive proposal, as it solely determines, whether or not the contract is the lowest priced.

## **Insurance**

Each proposal will supply proof of errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

## **Contract Information**

A one-year contract is contemplated with up to three one-year extensions as mutually agreed upon. No audit engagement shall be for a term longer than five (5) consecutive years. The Victor Fire District reserves the right to choose other contractors for a particular service issue when, in the sole determination of the District, it is in the organization's best interest to do so.

Upon award of contract, the successful submitter shall provide a contact list which includes primary contact, after-hours contact information, account manager (if applicable), and supervisor contact information.

## **Standard of Service**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, including:

1. The contractor will provide the required services and will not subcontract or assign the services without the District's prior written approval.
2. The contractor will provide the services as an independent contractor and not as an employee or agent of the district.
3. The contractor is to schedule work with and report to the District Secretary and/or his designee, and will cooperate and confer with him/her as necessary to insure satisfactory work progress.
4. Contractor shall be available to access the building and its systems during both regular business hours.
5. Contractor shall check in and out with the District Secretary during regular business hours for routine and scheduled work, including logging times and summary of work on District Form.
6. Contractor shall be permitted to safely leave materials and equipment in designated areas of the building during work period; however, the Victor Fire District shall not be responsible or liable to secure the same or for damage or loss.
7. Contractor shall leave all work areas, equipment, and surrounding areas in clean and organized condition at the end of daily work periods.
8. All reports, estimates, memoranda and documents shall be dated and bear the contractor's name.
9. Billing terms shall be no less than net 30; invoices shall be accompanied with a completed Fire District voucher and copy of work provided, be delivered to the Secretary, Victor Fire District; 34 Maple Avenue; Victor, NY. Deadline for inclusion on the next board meeting shall be the Wednesday before the meeting.

<b>VICTOR FIRE DISTRICT</b> <b>Professional Auditing Services</b>	<b>Bidder Complies</b>	
	<b>Yes</b>	<b>No</b>
<p>All proposals for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire station located on Maple Avenue in Victor, New York:</p> <ol style="list-style-type: none"> <li>1. Agreement to meet the Standard of Service listed in the Proposal Requirements</li> <li>2. Technical Report provided, consistent with RFP</li> <li>3. Sealed Cost Proposal provided, consistent with RFP</li> <li>4. Non-collusion statement provided</li> <li>5. The auditor will be asked to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles or the single entry/modified accrual regulatory basis of accounting as prescribed by the Office of the State Comptroller.</li> <li>6. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.</li> <li>7. Reports to be Issued (Note: choose either 1 or 2) <ol style="list-style-type: none"> <li>1. For Audits of Financial Statements Prepared in Accordance with Generally Accepted Accounting Principles (GAAP). Following completion of the audit of the District's fiscal year-end financial statements, where applicable, the auditor shall include: <ul style="list-style-type: none"> <li>• Independent Auditor's Report</li> <li>• Management Discussion and Analysis</li> <li>• Basic Financial Statements, including District-Wide, Fund and Notes to Financial Statements</li> <li>• Required Supplemental Information</li> <li>• Supplemental Information, as required by the Office of the State Comptroller</li> <li>• 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</li> <li>• Such other things as designated by the Office of the State Comptroller, including, but not limited to, the District's</li> </ul> </li> </ol> </li> </ol>		



responses to the questions listed in the Fire District Questionnaire, which is part of the required filing in the Annual Update Document (AUD).

OR

2. For Audits Done in Accordance with Other Comprehensive Basis of Accounting (SAS 62). Following completion of the audit of the District's fiscal year-end financial statements, where applicable, the auditor shall include:

- Independent Auditor's Report
- Annual Financial Report Update Document
- Notes to the Financial Statements
- 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
- Such other things as designated by the Office of the State Comptroller including, but not limited to, the District's responses to the questions listed in the Fire District Questionnaire, which is part of the required filing in the Annual Update Document (AUD).

8. Other Reports

- 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.
- Nonreportable conditions discovered by the auditors shall be verbally reported to management.
- Irregularities and Illegal Acts. 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 Fire Commissioners.
- Reporting to the Board of Fire Commissioners. Auditors shall ensure that the District's governing 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.

<p>5. Other information in documents containing audited financial statements.</p> <p>6. Disagreements with management.</p> <p>7. Management consultation with other accountants.</p> <p>8. Major issues discussed with management prior to retention.</p> <p>9. Difficulties encountered in performing the audit.</p> <p>9. <u>Working Paper Retention and Access to Working Papers.</u> 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 in writing by the District of the need to extend the retention period. The auditor is required to make working papers available, upon request, to the Victor Fire District and Office of the State Comptroller.</p> <p>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.</p> <p>10. The preliminary report on the financial statements of the District is due at the Board of Fire Commission Meeting on February 13, 2023. The final report and 5 signed copies to be delivered by March 12, 2023.</p>		
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