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| C:\Users\Sean\Pictures\cdrpc_logo.jpg | One Park Place, Suite 102 | Albany, New York 12205(518) 453-0850 | (518) 453-0856, fax | www.cdrpc.org |

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**Capital District Regional Planning Commission**

**REQUEST FOR PROPOSALS**

**Audit Services**

The Capital District Regional Planning Commission is seeking proposals for auditing services for a three-year period beginning with the fiscal year ending December 31, 2016.

The Capital District Regional Planning Commission (CDRPC) is a regional planning and resource center created in 1967 by a joint cooperative agreement by Albany, Rensselaer, Saratoga, and Schenectady Counties pursuant to Articles 12-B (Metropolitan, Regional, or County Planning Board) & 5G (Municipal Cooperation) of the New York State Municipal Law. Approximately 18% of CDRPC’s revenue support comes from the four counties via a population formula based on the last decennial Census. The remaining funding support is derived from State and federal grants and other contractual sources for research and policy formulation in the areas of economic development, water quality, land use and planning outreach. CDRPC’s annual budget ranges from $750,000 to $1,200,000. CDRPC owns no land or buildings. CDRPC’s only assets include the office equipment and furniture necessary to conduct its day to day operations. There is a staff of seven full-time professionals, two part-time financial officers, and one part-time intern.

The audit shall be conducted in accordance with generally accepted government auditing standards and shall include such tests of the accounting records and such other auditing procedures as considered necessary under the circumstances. The audit shall be made for the purpose of rendering an opinion on the fairness of presentation of the statements in conformity with generally accepted accounting principles.

To read more about the CDRPC please visit [www.cdrpc.org](http://www.cdrpc.org).

# **PROPOSAL GUIDELINES AND REQUIREMENTS**

This is an open and competitive process for audit and tax services for fiscal years one, two, and three.

Proposals received after **4:00pm, February 24, 2017** will not be considered.

Proposals must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

Prices quoted should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with an explanation as to the nature of those fees.

All proposals become the property of the CDRPC upon receipt and will not be returned. Any information deemed confidential should be clearly noted; however, the CDPRC cannot guarantee that it will not be required to disclose part or all of a submission under New York’s Freedom of Information Law.

Any cost or expense incurred by the Respondent associated with the preparation of the proposal shall be borne solely by the Respondent.

Respondents may submit written questions concerning this RFP to:

Donna Reinhart, Office Manager

Capital District Regional Planning Commission

One Park Place, Suite 102

Albany, NY 12205

Or

Donna@cdrpc.org

Questions should be submitted by **February 17, 2017** with a subject heading that reads “CDRPC Audit Services RFP.”

A Responders failure to request additional information or clarification shall preclude the Responder from subsequently claiming ambiguity, inconsistency or error.

# **TIME AND PLACE FOR SUBMISSION OF PROPOSAL**

Proposals must be received by **4:00pm, February 24, 2017**. Postmarks will not be considered. Late submissions will not be considered.

Proposals may be delivered in person to:

Capital District Regional Planning Commission

One Park Place, Suite 102

Albany, NY 12205

or mailed to:

Donna Reinhart

Office Manager

Capital District Regional Planning Commission

One Park Place, Suite 102

Albany, NY 12205

or emailed to:

Donna Reinhart, Office Manager

Donna@cdrpc.org

***Faxed proposals will not be accepted.***

# **PROPOSAL REQUIREMENTS**

Please limit your responses to the specific items below:

1. **Experience of the firm, size, location, and area of expertise.**
2. **Engagement team assigned*.*** Provide name(s) and experience of each individual that would be assigned to this account.
3. **Approach and nature of services*.***
4. **Fees.** For year one, identify fees by service and by staff and hours, including professional fees and out of pocket expenses. Hourly rates by level of professional should be provided as well. For years two and three, provide only the total fee amount for each year.
5. **Timing of the services.** Detailed timetable by phase, including the expected delivery of the financial statements, management letter, and tax returns.
6. **Three (3) references**
7. **Copy of most recent peer review report.**
8. **A client list of entities similar to the CDRPC**

# **Scope of the Services Needed**

Audit CDRPC’s general purpose financial statements in accordance with US accounting standards and Government Auditing Standards. CDRPC will provide the basic information required for the audit and that the CDRPC is responsible for the accuracy and completeness of that information. The selected firm shall meet with staff prior to the audit to discuss the scope, tasks, process and timeline. Staff shall be available as a resource during the entire audit process. The audit must be completed and presented to the CDRPC Board at one of its Board meetings during 2017, but no later than the meeting held in July.