

III. PROPOSAL REQUIREMENTS

In addition to the Technical Proposal, a Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP.

Responses to this solicitation must be submitted to the individual cited below, on or before May 30, 2023 at 12:00 PM. It is preferred that proposals are submitted electronically by email (attachments or file sharing links are acceptable). If needed, one hard copy proposal can be delivered to the below address.

Tracy Verrier, Executive Director
tracy.verrier@mrbgroup.com

Geneva IDA / LDC
47 Castle Street
Geneva, NY 14456

Should you have any questions regarding this Request for Proposal, you may contact Tracy Verrier at tracy.verrier@mrbgroup.com. Questions must be received prior to May 24, 2023 at 5:00 PM to guarantee a response.

IV. TECHNICAL PROPOSAL

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake independent audits of the Entities in conformity with the requirements of this RFP. The Technical Proposal should also demonstrate the qualifications of the particular staff to be assigned to the engagement.

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

The proposer should state the proper legal name of the firm, the overall size of the firm, the size of its governmental audit staff, the location of the office where the engagement is to be performed and the specifics of the staff assigned to the account.

IV. COST PROPOSAL

An all-inclusive, not to exceed price relative to performing the audit engagement as described in the RFP should be provided as part of the RFP response. This cost should include all direct and indirect costs, including all out-of-pocket expenses. The proposal should offer separate pricing for the Agency and Corporation.

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

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.

