



Request for Proposals

Audit Services

for

Redevelopment Authority of the City of Pittston
North East Pennsylvania Land Bank

Tax Services

for

Greater Pittston Economic Development Corporation

Proposal Submissions Due:

Monday November 25, 2019 by 3:30pm

to

Redevelopment Authority of the City of Pittston Office
Pittston City Hall
35 Broad St.
Suite 202
Pittston, PA 18640

Invitation

The Redevelopment Authority of the City of Pittston (RDA) invites proposals from qualified independent Certified Public Accounting (CPA) firms to perform annual independent audits for the RDA and the North East Pennsylvania Land Bank, as well as, tax services for the Greater Pittston Economic Development Corporation (501c3). All entities fiscal years have a year end of December 31.

This engagement would be for three (3) years beginning with 2019 until all documents for calendar year 2021 have been filed.

There is an option for renewal for an additional 2-year period, at the option of the RDA.

Proposals may be combined into one package; however, the cost for each individual entity must be separately quoted. The contracts will be awarded separately for each entity, but an auditor may be awarded more than one contract.

Hourly rates are requested for miscellaneous related financial services.

Services Requested

RDA (ANNUAL BUDGET \$1,000,000-\$1,500,000)

1. A financial and compliance audit for 2019, 2020, 2021 with the purpose of expressing an opinion to the RDA Board with respect to the financial statements and all notes is required. The final audit reports are to be delivered to the RDA within 45 days of completion of audit fieldwork. Written extensions may be requested by the Firm. The RDA Executive Director has the right to approve or deny any such request.
2. The audit examination shall be conducted in accordance with generally accepted governmental auditing standards and include such tests and other auditing procedures that the auditor deems necessary under the circumstances.
3. The audit shall include a financial and compliance audit of federal, state and other awards of financial assistance received by the RDA.
4. The audit shall include an evaluation of internal controls to assess the extent that controls can be relied upon to ensure accurate information and compliance with laws, contracts and regulations.
5. The audit firm shall retain work papers and reports for a minimum of seven years from the conclusion of the audit engagement or longer if requested by the RDA Board.
6. The audit firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing significance.
7. The audit firm shall conduct entrance and exit conferences with the RDA staff to discuss audit approach and any subsequent findings and recommendations. A draft of the management letter should be provided to the RDA Executive Director prior to the issuance of a final letter.
8. At the conclusion of the audit and after submission of the final audit opinion, a representative of the audit firm shall appear before the RDA Board to present the audited financial statements and audit report.

NORTH EAST PENNSYLVANIA LAND BANK (LB) (ANNUAL BUDGET \$15,000-\$25,000)

1. A financial and compliance audit for 2019, 2020, 2021 with the purpose of expressing an opinion to the LB Board with respect to the financial statements and all notes is required. The final audit reports are to be delivered to the LB within 45 days of completion of audit fieldwork. Written extensions may be requested by the Firm. The LB Executive Director has the right to approve or deny any such request.
2. The audit examination shall be conducted in accordance with generally accepted governmental auditing standards and include such tests and other auditing procedures that the auditor deems necessary under the circumstances.
3. The audit shall include a financial and compliance audit of federal, state and other awards of financial assistance received by the LB.
4. The audit shall include an evaluation of internal controls to assess the extent that controls can be relied upon to ensure accurate information and compliance with laws, contracts and regulations.
5. The audit firm shall retain work papers and reports for a minimum of seven years from the conclusion of the audit engagement or longer if requested by the LB Board.
6. The audit firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing significance.
7. The audit firm shall conduct entrance and exit conferences with the LB staff to discuss audit approach and any subsequent findings and recommendations. A draft of the management letter should be provided to the LB Executive Director prior to the issuance of a final letter.
8. At the conclusion of the audit and after submission of the final audit opinion, a representative of the audit firm shall appear before the LB Board to present the audited financial statements and audit report.

GREATER PITTSTON ECONOMIC DEVELOPMENT CORPORATION (GPEDC)

The GPEDC was established in 2018 for the purpose of implementing economic development and redevelopment initiatives in the City of Pittston and Greater Pittston area. GPEDC is an established 501c3 in the Commonwealth of Pennsylvania.

1. Prepare all local, state and federal tax returns for GPEDC in accordance with IRS guidelines for 2019, 2020, 2021
2. The tax returns must be completed and filed within 75 days of the tax year end.
3. Copies of all filed documents must be provided to GPEDC within 14 days of filing.
4. The firm must address any questions from local, state and federal taxing bodies as they arise from the filing.

Submission of Proposal

Submission Requirements

1. All proposals must be received by 3:30pm on Monday November 25th, 2019 at the Redevelopment Authority of the City of Pittston Office, Pittston City Hall, 35 Broad St. Suite 202, Pittston, PA 18640.
2. 3 hard copies of the proposals are required.

Proposal Contents

Firms must provide the following in their proposals:

1. Title Page
 - a. The title page should include the title “Request for Proposals Audit Services for Redevelopment Authority of the City of Pittston and North East Pennsylvania Land Bank and Tax Services for Greater Pittston Economic Development Corporation”. The firm’s name, address, telephone number, name of contact person, email address, fax number and a date should also be included on the title page.
2. Letter of Transmittal
 - a. The letter of transmittal should concisely state the Firm’s understanding of the work to be performed. The names of those authorized to make representations on behalf of the Firm, their titles, addresses and phone numbers must be included.
3. Table of Content
 - a. The table of contents should include a clear identification of the material presented according to section and page number. Each individual entity must be separately quoted.
4. Profile of Firm/Qualifications
 - a. Include any information about the history, experience and staff of the firm.
 - b. Provide a list of at least 2 references.
5. Scope of Engagement
 - a. Clearly describe the scope for each entity as outlined above in the Services Requested section.
6. Compensation
 - a. Each individual entity must be separately quoted. All three may be combined into one packet. Include hourly rates for each staff classification and any estimated out-of-pocket costs that may occur.
7. Insurance
 - a. The proposal is to contain a statement certifying that the firm has accountant’s professional liability indemnity insurance in the amount of at least \$1,000,000.

Evaluation of Proposals

Evaluation of written proposals will be considered as follows:

- ✓ Addressed Scope of Services 25%
- ✓ Related experience with government and nonprofit agencies 40%
- ✓ Fees 35%

Contact Information

Refer all questions to:

Mary Kuna

Deputy Executive Director

Redevelopment Authority of the City of Pittston

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