

REQUEST FOR PROPOSALS
for
Auditing Services
VILLAGE OF WALDEN

This Request for Proposals (“RFP”) is official notification of the need for professional services to the Village of Walden (“Village”). This RFP is being issued to request proposals for Auditing Services for a period beginning 2025 and terminating 2027.

The Village of Walden, invites the submission of proposals and statements of qualification of Auditing Services for the period referenced hereinabove. All proposals and statements of qualifications must be written and must be substantially compliant with the requirements herein set forth.

Proposals must be submitted to the Village Hall, One Municipal Square, Walden, New York 12586, in a sealed and secure package and must be received by the close of business on March 24, 2025. The proposals will be opened at 2:00 p.m. on March 25, 2025 at Village Hall, One Municipal Square, Walden, New York 12586.

The Village reserves the right to reject any and all proposals, to waive technical defects in the proposals to make an award in whole or in part, to disqualify any proposal that fails to conform to the requirements of the RFP and to select the proposal(s) and to negotiate the service delivery contemplated in this solicitation and in submitted proposals.

CONTACT INFORMATION

For any questions contact:

Marisa Kraus, Village Clerk
Village of Walden
One Municipal Square
Walden, New York 12586
(845)778-2177

SUBMITTAL DEADLINE

SUBMIT SEALED PROPOSALS TO:

Marisa Kraus, Village Clerk
Village of Walden
One Municipal Square
Walden, New York 12586
(845)778-2177

PART 1 – DESCRIPTION OF SERVICES REQUIRED

BACKGROUND INFORMATION

The Village of Walden, Orange County, New York, is requesting proposals from qualified independent public accountants, licensed to practice in New York State, to provide written fixed fee proposals to conduct an annual audit of the financial accounts and records of the Village of Walden.

The Village of Walden has a population of approximately 7000 and a total fiscal budget of approximately \$12 million. The Village is administered by an appointed Village Manager and governed by an elected Mayor and six elected Trustees.

The Village requires an annual independent audit of the books and accounts of the Village. The Village Treasurer is the Chief Fiscal Officer and is assisted by two Deputy Village Treasurers in preparing the financial statements and in keeping the books and records.

The accounting records are maintained using Edmunds software. The Village's financial activities are accounted for in a general fund, water and sewer funds, trust and agency funds and various capital project funds. The Village's fiscal year runs from June 1st to May 31st

The audit engagement period shall cover the period beginning with the fiscal year ending 2024 with an option for the fiscal years ending 2025-2026. The audit will be conducted in accordance with generally accepted auditing standards for state and local governments. A management letter shall also be prepared with recommendations for improving internal controls. At the conclusion of the audit, a senior representative of the accounting firm shall appear before the Board of Trustees and discuss findings of the audit and recommendations for improving the Village's internal controls.

REQUIREMENTS

The following reports are required at the completion of each audit of the engagement:

- 1) The auditor's opinion as to whether the general purpose financial statements present fairly the financial position and results of financial operations of the Town in accordance with the generally accepted accounting principles for state and local governments.

- 2) A management letter of comments and recommendations.

The accounting firm shall print, bind and submit fifteen (15) copies of the aforementioned reports to the Village of Walden.

The Village will provide the accounting firm with the following assistance in the preparation of the required reports:

- 1) Preparation of year end individual fund balance sheets, revenues and expenditures.
- 2) Completion of all written confirmation documents.
- 3) Location of appropriate records, pulling and filing of necessary records and documents.
- 4) Provide copies of official documents for inclusion in work papers.

The proposal should include a transmittal letter with a brief understanding of the work to be done, specifying the fee for fiscal year 2024 and proposed fees for fiscal years 2025 and 2026. The fees shall be inclusive of all travel, clerical, printing, administrative and overhead costs. Progress payments may be billed by the firm as auditing time is accumulated. The Village will retain $\frac{1}{4}$ of the total contract price until submission and delivery of the final audit reports. The Village reserves the right to approve one or all of the years included in the proposal. The proposal shall include a schedule of when the audit work will commence and when the final audit would be produced to the Village. The proposal should also include:

- 1) The firm's qualifications and experience with New York State local governments finance over the last 5 years.
- 2) At least three (3) New York local government client references including a contact person and telephone number whom the Village may contact.
- 3) The names and professional experience of all accountants and supervisors who will be assigned to the Village of Walden.
- 4) A copy of a peer review letter.
- 5) Professional Liability Insurance.

Proposals must be signed and received on or before March 24, 2025 at 4:00pm, and addressed to Marisa Kraus, Village Clerk, One Municipal Square, Walden, New York 12586. Contact Number: 845-778-2177.

The Board of Trustees reserves the right to reject any and all proposals or any portion thereof that it feels are not in the best interest of the Village and to negotiate with any one or more of the responding firms.

PART 2 – INSTRUCTIONS TO RESPONDENTS

SELECTION PROCESS

Proposals will be evaluated by the Village Board.

Evaluation of proposals will be based on the following criteria:

- Experience, credentials and ability to provide a high level of service;
- Responsiveness to the requested proposals, including demonstrated commitment to customer service;
- Quality and performance of services offered based on previous experience and/or reference checks for the same or similar services;
- Completeness of proposal, including following direction and providing all requested information.

PROPOSAL

The undersigned _____,
Contractor's Name

having carefully examined and read the Proposal request which we understand and accept as sufficient for the purpose to comply with said requirements to furnish all necessary materials and labor to provide services as specified during the time hereinafter stipulated.

Contractor hereby agrees to provide the Village of Walden with Auditing Services as outlined in Part I of this RFP entitled "Description of Services Required."

The Village of Walden reserves the right to reject any and all proposals.

Accompanying the proposal is a copy of the Contractor's current Workers Compensation Certificate of Coverage as well as all other required insurances.

SIGNED _____ DATE _____

PRINTED NAME _____

TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEL. NO. _____

SIGNED _____