

Request for Proposals for the Preparation of an Annual Audit Niagara Falls Water Board January 29, 2018

Introduction

The Niagara Falls Water Board (NFWB) is “a body corporate and politic, constituting a corporate municipal instrumentality of the state” created for the purposes of owning, operating and maintaining the water and sewage treatment systems in the City of Niagara Falls, New York. The Board’s organization, powers and duties are set forth in the Public Authorities Law.

The NFWB began operations in 2003. The Board provides water and sewage treatment services for residents and businesses in the City of Niagara Falls with the assistance of its administrative, operations and maintenance staff. The NFWB offices and treatment plants are located at 5815 Buffalo Avenue, Niagara Falls. Additional information can be found on the Board’s website, www.nfwb.org.

The Board’s operations are regulated by federal and New York State laws and regulations. Included in these laws are requirements concerning the preparation of an annual audit under Section 2802.2 of the Public Authorities Law. Following is an excerpt from the law.

For the local authority fiscal year ending on or after December thirty-first, two thousand seven and annually thereafter, every local authority heretofore or hereafter continued or created by this chapter or any other chapter of the laws of the state of New York shall submit to the chief executive officer, the chief fiscal officer, the chairperson of the legislative body of the local government or local governments and the authorities budget office, together with the report described in section twenty-eight hundred of this title, a copy of the annual independent audit report, performed by a certified public accounting firm in accordance with generally accepted auditing standards as defined in subdivision eleven of section two of the state finance law, and management letter and any other external examination of the books and accounts of such authority other than copies of the reports of any examinations made by the state comptroller.

Request for Proposals

For the purpose of ensuring that the Board is receiving quality service at appropriate costs, the NFWB requests proposals for the preparation of the annual audit.

While reserving its right to make changes in the firm selected through this RFP process, it is intention of the Board of the NFWB to work with the selected firm for a minimum of three years, beginning with the preparation of the 2017 audit, continuing through the 2018 and 2019 audits.

A contract with the firm selected for this work will require the approval of the Board. It is anticipated that the Board will consider this action at its **February 26, 2018** meeting.

A proposal submitted by a firm under this RFP shall contain the following information:

- A statement of qualifications indicating the ability of the firm to conduct the audit as noted in the law excerpt above.
- A listing of the firm's principals and also the staff that will be assigned to this work, along with short biographical information as available. Experience in the preparation of audits for public agencies will be a valuable feature.
- A tentative work schedule for the preparation of the audit and tax return.
- The proposed charges for these services for 2018, 2019 and 2020.

Form and Schedule

Proposals should be submitted in both electronic and printed form (3 copies).

Proposals must be submitted by 5 PM February 20, 2018. The Board reserves the right to reject any submission after that date.

The electronic copy of the proposal should be submitted to Director of Financial Services, Kendra Walker (kwalker@nfwb.org). Printed copies can either be mailed or delivered to 5815 Buffalo Avenue, Niagara Falls, New York 14304. Ms. Walker's phone number is 716-283-9770.

Questions about a potential proposal may be submitted electronically to Ms. Walker at the above email address.

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