

REQUEST FOR PROPOSALS

AUDITING AND FINANCIAL COMPLIANCE SERVICES

For

THE FREEPORT COMMUNITY DEVELOPMENT AGENCY

NASSAU COUNTY, NEW YORK

The Freeport Community Development Agency is hereby requesting proposals from qualified firms of Certified Public Accountants (CPAs) to conduct the annual audit of the finances of the Freeport Community Development Agency.

Specifications may be obtained at the Office of the Freeport Community Development Agency, 11 Richmond Street, Freeport, New York, 11520 or on the Village website, www.freeportny.gov/20/Community-Development-Agency 9:00 a.m. on Friday, October 10, 2025 until 4:00 p.m. Friday, October 17, 2025.

Completed proposals are to be delivered to Ms. Jeanne Jordan, Executive Director, Incorporated Freeport Community Development Agency 11 Richmond Street, Freeport, New York 11520. **All proposals must be received by 4:00 p.m. Friday, October 17, 2025**

The Board reserves the right to reject any or all proposals received. In submitting a proposal, Vendors agree not to withdraw their proposal within forty-five (45) days after the date required to submit.

The Freeport Community Development Agency is committed to a policy of equal opportunity and does not discriminate against vendors on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, disability, marital status, familial status, veteran status or any other basis protected under federal, state, and local laws, regulations, and ordinances.

Jeanne Jordan
Executive Director
Freeport Community Development Agency

VILLAGE OF FREEPORT
Issue Date – October 9, 2025

**Village of Freeport
Community Development Agency**

Request for Proposals for Auditing and Financial Compliance
Services

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I. INTRODUCTION

The Village of Freeport Community Development Agency (the "Agency") is currently seeking proposals from qualified certified public accounting firms, located and authorized to do business in the State of New York, to provide auditing and financial compliance services.

A certified public accounting firm may be selected from among responding firms based on a thorough analysis of each firm's ability to provide the Agency with the highest quality services at the most cost-effective fees. Responding firms should have a strong background in the auditing of government financial statements, and in financial accounting rules and regulations, and related policies, pertaining to the use of United States Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") funds, which is the Agency's primary sources of funding; and such other matters as the Agency may refer.

The Agency will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizen status.

II. PROPOSAL PROCEDURE

A. Anticipated Schedule for Selection of Proposal

Request for Proposals ("RFP") Issued	October 9, 2025
Proposal Due Date	October 17, 2025

B. Preparation of Proposal, Including Number of Copies Required

Each proposal shall be prepared simply and economically, and should avoid the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation. For ease of review, the proposals must follow the outline in the section 2 of this RFP entitled *Mandatory Proposal Response Requirements*. Each response should be clearly numbered and the full question listed.

Eight (8) copies of the proposal should be submitted.

C. Inquiries and Submission of Proposals

Questions about the RFP and submission of proposals shall be directed by fax or email to:

Jeanne Jordan, Executive Director
Village of Freeport Community Development Agency
11 Richmond Street
Freeport, NY 11520
(516) 442-4844
JJORDANFCDA@OPTONLINE.NET

All proposals must be delivered, either by hand delivery or by certified mail in sealed envelope, to the above office on or before October 17, 2025 at 4:00 p.m. Proposals received after the above date and time will not be considered. The Agency is under no obligation to return proposals.

No contact with any other Agency personnel other than the authorized contact person is allowed until such time as an award has been made. Violation of this provision may be grounds for immediate

disqualification. It is requested that any and all contact with the authorized contact person be made by fax or e-mail,

D. Time and Location of Proposer Presentations

Selected proposers may be asked to deliver an oral presentation. Those proposers will be notified to arrange the date and time for such a presentation.

E. Effective Period of Proposals

All proposals must state the period (the "Offer Period") for which the proposal shall remain in effect (i.e., how much time the Agency has to accept or reject the proposal under the terms proposed), The Offer Period shall be no fewer than 120 days from the proposal date.

F. Method of Proposal Selection

The Agency will begin to evaluate proposals after June 5, 2018. The Agency reserves the right to hold all proposals for a period of up to 120 days beyond the final date for submission of proposals before making any determination.

In order to facilitate choosing the best proposal for the Agency, each proposal will be evaluated based upon the following factors:

Proposal conciseness, completeness and clarity of presentation.

Prior experience in performing services and in the subject matter areas of the type contemplated by this RFP

Overall expertise

Cost

Reputation

Any other information that would assist the RFP Evaluation Committee in the selection process.

G. Agency's Right of Rejection

Notwithstanding any other provisions of this RFP, the Agency reserves the right to award this contract to the proposer that best meets the requirements of the RFP, and not necessarily to the lowest bidder. Further, the Agency reserves the right, for any or no reason and in its sole and absolute discretion, to (i) amend, in whole or in part, withdraw, or cancel this RFP, and (ii) accept or reject any or all proposals prior to execution of the services contract for any or no reason and with no penalty to the Agency.

H. Award of Contract

The Agency shall select a firm's proposal and notify the firm by means of a Notice of Award. Neither the selection of a firm nor the issuance of a Notice of Award shall constitute the Agency's acceptance of the proposal or a binding commitment on behalf of the Agency to enter into a services contract with the firm(s), as any binding arrangement must be set forth in definitive documentation signed by both parties.

I. Contract Negotiations

The Agency intends to enter into contract negotiations with the firm or firms selected by the members of the Agency, based upon the recommendation of Agency staff. The firm(s) selected shall be required to enter into a written contract or contracts (hereinafter, the "Contract") with the Agency for legal services in a form approved by Agency staff. This RFP, and the proposal selected, or any part thereof, may be incorporated into and made a part of the Contract, provided however, that Section III (A) of this RFP is

expressly made a part of the Contract. The Contract may contain provisions not contained herein, including those required pursuant to Title 24 of the Code of Federal Regulations, Part 570 of the HUD regulations concerning the CDBG Program and all federal regulations and policies issued pursuant to these regulations.

Agency reserves the right to negotiate the terms and conditions of the Contract with the selected proposer(s), if any. These negotiations could include all aspects of services and fees. Neither the selection of a proposer nor the negotiation of the Contract with such proposer shall constitute the Agency's acceptance of the proposal or a binding commitment on behalf of the Agency to enter into a Contract with such firm(s), as any binding arrangement must be set forth in the Contract signed by both parties and is subject to all requisite approvals.

J. Contract Term

It is the intent of the Agency to award the Contract for the auditing of the Agency's financial statements and the completion of OMB-133 compliance statements for 2018 and 2019 calendar years, subject to the Agency's right of early termination as provided in the Contract.

III REQUIREMENTS -PURPOSE & SCOPE

A. Purpose and Scope of Work

The scope of services for which the Agency is seeking proposals (the "Services") consists of:

The auditing of the Agency's financial statements (the "Audit") covering calendar years 2018 and 2019 (individually, a "Fiscal Year", and collectively, the "Fiscal Years"). The firm shall conduct the Audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States ("*GAS*"). The Audit shall include:

Examining, on a test basis, evidence supporting the amounts and disclosures in the Agency's financial statements

Assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation.

The completion of a supplementary financial report pursuant to *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* (OMB Circular A-133") for each of the Agency's Fiscal Years (the "Compliance Report"). The Supplementary Report shall assess and evaluate compliance by the Agency with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs for each Fiscal Year. The *Compliance Report* shall be conducted in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *GAS*: and OMB Circular A-133, *Audits of States, Local Governments and Non-Profit*

Organizations. The Compliance Report shall include, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as are considered by the Firm necessary in the circumstances.

A contract with the firm selected to undertake and complete the Services (the "Firm") will include, but may not be limited, to the following deliverables (the "Deliverables"):

- Agency's Financial Statements as of the last day of each Fiscal Year Together With Auditor's Report This document shall consist of

A discussion and analysis of the Agency's financial performance for the Fiscal Year, providing financial highlights, an overview of the financial statements; a financial analysis of the Agency as a whole, a financial analysis of the Agency's funds; capital asset and debt administration; factors bearing on the future of the Agency; and information pertaining to contacting the Agency's management.

A statement containing the Firm's Audit report;

The Agency's financial statements for the Fiscal Year. These shall consist of:

Agency-wide Financial Statements, composed of a statement of net assets and a statement of activities;

Fund Financial Statements, composed of a balance sheet for government funds; a statement of revenues, expenditures, and changes in fund equity for government funds; and a statement of fiduciary net assets for fiduciary funds;

A reconciliation of the government funds balance sheet to the statement of net assets;

A reconciliation of the governmental funds statement of revenues, expenditures and changes in fund equity to the statement of activities; and

Notes to the Financial Statements

- A supplementary financial report pursuant to OMB Circular A-133, which shall consist of a schedule of expenditures of federal awards; notes to the schedule of expenditures of federal awards; an independent auditors' report on compliance and on internal control over financial reporting based on an audit of financial statement performed in accordance with government auditing standards; an independent auditors' report on compliance with requirements applicable to each major program, internal control over compliance in accordance with OMB Circular A-133 and the schedule of expenditures of federal awards; a schedule of findings and questioned costs; and a summary schedule of prior audit findings (the Supplementary Report").
- An oral presentation of the Firm's findings pursuant to the Auditor's Report and the Supplementary Report to members of the Agency at one of their monthly evening meetings.

The firm should deliver to the Agency ten (10) paper copies of the Auditor's Report and the Supplementary Report. An electronic version in .pdf format should also be delivered on CD-ROM.

B. Mandatory Submission Requirements

Please submit the following in your proposal:

- 1) Narrative Response: This section shall include a Service Summary in which the firm provides a description of the key points of its proposal.
- 2) Qualifications: Provide background information on your firm, including but not limited to:
 - a) firm overview with resumes of partners and associates who will work on Agency matters;
 - b) Names, addresses and position of all persons having a financial interest in the firm;
 - c) Employee composition of the firm indicating the total number employees; and the breakdown of the firm's employees by race and gender;
 - d) Summary of relevant accomplishments;
 - e) Any other information that will permit the Agency to determine the capability of the certified public accounting firm to meet all contractual requirements;
 - f) The name, title, and telephone number of the person authorized to act on behalf of the certified public accounting firm;
 - g) Answers to the following questions:

(i) Has your firm ever been cited by any authority for unethical or lawful practices?

(ii) Identify all adverse determinations against your firm, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of federal, state or local equal opportunity certified public accountings or regulations.

(iii) Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending, or have any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, please describe any such indictments or charges and surrounding circumstances in detail.

(iv) Describe any action, suit, proceeding or investigation pending or threatened against your firm including, without limitation, any proceeding known to be contemplated by government authorities or private parties.

3) Fees/Costs: Provide the maximum contract amount that your firm will charge for the Services, and a breakdown of same based upon the hourly rates of partners and employees, and anticipated out-of-pocket expenses.

4) Additional Information: Additional information that you believe pertinent to the Agency's requirements.

5) Conflicts of Interest:

(a) Please disclose:

- (i) Any material financial relationships that your firm or any firm employee has that may create a conflict of interest or the appearance of a conflict of interest in acting as the firm that will be providing the Services.
- (ii) Any family relationship that any employee of your firm has with any Agency employee that may create a conflict of interest or the appearance of a conflict of interest in acting as the firm that will be providing the Services.
- (iii) Any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in acting as the firm that will be providing the Services.

(b) Please describe any procedures your firm has, or would adopt, to assure the Agency that a conflict of interest would not exist for your firm in the future.

6) The Proposer shall complete and submit the Non-Collusive Proposal Submission Certification set forth in Exhibit' A), attached hereto and made a part hereof.

C. Additional Terms of Information Regarding this RFP

1) All materials submitted in response to this RFP will become the property of the Agency.

2) The Agency reserves the right to conduct discussions with one or more proposers. No proposer shall have any rights against the Agency as a result of such discussions.

3) The Agency reserves the right to negotiate separately with My source whatsoever.

4) The Agency reserves the right to waive any irregularity in any proposal received or any other aspect of this procurement.

5) Proposers are advised that from the date this RFP is issued until the date that the Contract is executed, no contact with Agency personnel in any way related to this solicitation is permitted, except as shall be

authorized by the individual designated herein as the Agency's contact person, as identified in Section II C herein.

6) Each proposal prepared in response to this RFP will be proposed solely at the cost and expense of the proposer with the express understanding that there will be no claim whatsoever for reimbursement from the Agency.

7) Submission of a proposal in response to this RFP shall constitute an offer on the part of the successful proposer to execute a Contract substantially as described herein.

8) News releases or other public announcements relating to this RFP shall not be made by any party receiving this RFP without the prior written approval of the Agency.

9) The Agency and its respective officers, directors, agents, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the Agency does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, Of in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.

10) All proposals submitted to the Agency in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Certified public accounting of the State of New York ("FOIL"). A firm submitting a proposal may provide in writing, at the time of its submission, a detailed description of the specific information contained in its submission which it has determined is a trade secret and which, if disclosed, would substantially harm such firm's competitive position. This characterization shall not be determinative, but will be considered by the Agency when evaluating the applicability of any exemptions in response to a FOIL request.

EXHIBIT 'A'
NON-Collusive PROPOSAL SUBMISSION\ CERTIFICATION

(One Page)