

## **REQUEST FOR PROPOSAL BY Waterbury Development Corporation and Subsidiary Consolidated Auditing and Compliance Services**

The Waterbury Development Corporation and Subsidiary (hereinafter collectively referred to as the "Corporation"), is seeking proposals from Certified Public Accounting firms to provide complete annual consolidated auditing and compliance services. The Corporation is comprised of the following legal entities: Waterbury Development Corporation (WDC) and 698 South Main Street, Inc. (698). Both the WDC and 698 are non-stock corporations organized and incorporated under the laws of Connecticut and tax exempt not-for-profit organizations under Section 501(c) (3) of the Internal Revenue Code of 1986.

- The WDC was founded as a partnership of the public and private sectors to help the City of Waterbury conduct long range planning for economic development activity. The purpose of the WDC is to stimulate and develop economic development in the City of Waterbury, and where appropriate, the Greater Waterbury region. The two main vehicles for accomplishing this economic stimulus are project grants from the State of Connecticut Department of Economic and Community Development (DECD) and loans issued to qualifying small businesses. A portion of the WDC loan portfolio is under the DECD Express Program. The WDC has an annual operating budget of approximately \$1.26 Million.
- On March 27, 2017, 698 was created to remediate the property known as 698 South Main Street, Waterbury, Connecticut. WDC is the sole member of 698 South Main Street, Inc. and all activity for the period from inception is consolidated with WDC.

### **A. Background and Intent**

The Corporation is seeking proposals from Certified Public Accountants in order to meet the auditing and compliance requirements of the State of Connecticut Office of Policy & Management as well as the Federal Tax filing requirements of the Internal Revenue Service.

### **B. Qualifications**

Eligible proposers will be those firms that have the following qualifications:

1. Minimum of five years' experience of auditing government or non-profit entities in the State of Connecticut for the purpose of rendering an opinion on the financial statements 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 as well as the Federal and State Single Audit Acts.

2. The firm must be currently licensed by the State Board of Accountancy.
3. The firm must be currently approved by the Connecticut Office of Policy and Management to perform not-for-profit audits.

### **C. Scope of Services – Complete annual consolidated auditing and compliance services**

1. The consolidated financial statement audits are to be performed in accordance with auditing standards generally accepted in the United States of America and the Government Auditing Standards issued by the Comptroller General of the United States of America and, accordingly will include such test of accounting records and such other auditing procedures as considered necessary in the circumstances for the purpose of expressing an opinion on the Corporation's consolidated financial statements. Additionally the audits will be performed in accordance with requirements of the Office of Policy and Management of the State of Connecticut and such other requirements as shall be required by various awarding agencies. This will also include the preparation of the consolidated financial statements and notes as well as proposal of standard auditing or correcting journal entries to the Corporation's consolidated financial statements.
2. The annual consolidated single audits of compliance will be performed in accordance with generally accepted auditing standards and requirements of U.S. Office of Management and Budget (OMB) Circular A-133 (Federal) and the State Single Audit ACT (C.G.S sections 4-230 to 4-236) (State). This will also include the preparation and submission of the state single audit report to the Office of Policy and Management Electronic Audit Report System (EARS).
3. The auditor will be responsible for the preparation of WDC's and 698's individual Federal Form 990 "Return of Organization Exempt from Income Tax." Those forms will be filed electronically.
4. Report preparation, editing, reproduction costs and printing shall be the responsibility of the auditor. Each of the reports shall be delivered in draft form to the Corporation at least 45 days prior to the submission due date to the respective regulatory authority. All final reports shall be delivered at least 30 days prior to the submission due date.
5. The auditor will be available on occasion to consult in certain accounting issues as they arise during the course of the year. These issues may include governmental accounting pronouncements and internal control procedure improvements.
6. The fieldwork for the audit should be performed in September with an expected issue date of early/mid-December.

## **D. Agreement Period**

The Corporation is requesting proposals (“RFP”) from qualified firms to audit the Corporation’s financial statements for the fiscal year ending June 30, 2022 and each of the two (2) subsequent fiscal years.

The Corporation anticipates a three-year contract with the selected firm beginning on or about May 9, 2022 to provide audit of the Corporation’s financial statements for each of the fiscal years ending June 30, 2022, June 30, 2023 and June 30, 2024. Two (2) additional one year renewals for the audit of the Corporation’s financial statements for each of the fiscal years ending June 30, 2025 and June 30, 2026 will be possible under Corporation-held renewal options.

The Corporation will contractually reserve the right to cancel the contract at any time.

## **E. Evaluation Criteria**

Each proposer will be evaluated against the following criteria to determine their capabilities of meeting the requirements of this proposal, in a manner most useful to the needs of the Corporation, price and other factors considered.

- Quality of response.
- Proposed approach and plan to support the Corporation.
- Quality of services; experience of firm and staff.
- Comprehensiveness of services offered.
- Fees and costs. (Separate fees for WDC & 698 over the course of the contract including the company held renewal)
- References of agency.
- Location of company.

## **F. Delivery Conditions**

All proposals must be in a digital/electronic format. No hard copies will be accepted. If a signature is required, please affix a digital signature. Two full electronic copies of your proposal must be submitted, one in MS Word and the other in PDF format. (Do not send your proposal in “Google Docs” format, it will be rejected as non-responsive. Please include a cover letter.

## **G. Terms and Conditions**

**Proposals must be submitted on or before Monday May 2, 2022 at 2:00pm after which date the Corporation will not accept additional proposal responses. Proposals must be**

delivered via email and may not be mailed or hand delivered. This RFP may also be downloaded from WDC's website at [wdconline.org](http://wdconline.org).

Proposers must submit an MS Word and a PDF version of their proposal via email to Jim Nealon at [Nealon@wdconline.org](mailto:Nealon@wdconline.org).

The subject line for all submissions should be marked: Response to WDC & Subsidiary Request for Proposal from Auditing Firms.

**Questions** can be submitted to [Nealon@wdconline.org](mailto:Nealon@wdconline.org) by **Monday April 18, 2022** at 2:00pm. The responses to questions will be returned by **Friday April 22, 2022**.

This RFP does not commit the Corporation to award a contract. The Corporation will not pay any costs incurred by the proposer in the preparation of this proposal. The Corporation may accept or reject any or all proposals received as a result of this RFP or cancel in part or in its entirety this RFP if it is in the best interest of the Corporation to do so.

The Corporation may request additional information or a personal interview in support of the written proposals.

The Corporation may award a contract under this RFP without discussion with the proposer. Therefore, proposals should be submitted on the most favorable terms from both the technical and cost standpoint.

The Corporation reserves the right not to fund the proposer based solely on either the lowest cost or the highest score on the proposal.

The Corporation may require the selected proposer to participate in negotiations and submit price, technical or other revisions to the proposal as a result of the negotiations.

The contract award is subject to the availability of municipal funds and the execution of a contract acceptable to both the selected proposer and the Corporation.

The Corporation reserves the right to reject the proposal of any proposer based on any misrepresentation.

All proposals must be signed by the agency principal

