



**Request for Proposal  
To Provide Auditing and Tax Preparation Services for Sutphin Boulevard District Management  
Association dba Sutphin Blvd Business Improvement District**

**The Sutphin Blvd Business Improvement District (SBID) is soliciting proposals from qualified certified public accountants to audit the its financial statements and prepare its tax return for the fiscal year ending June 30, 2020.**

**Issued by:  
Date: July 8, 2020  
Proposal Due: July 30, 2020**

**Inquiries and Proposals Should Be Directed, Via Email To:  
Glenn Greenidge – [Sutphinblvdbid@verizon.net](mailto:Sutphinblvdbid@verizon.net)  
Sutphin Blvd BID  
8900 Sutphin Blvd Suite 308D  
Jamaica, NY 11435**

**Background Information**

**The Sutphin Boulevard Business Improvement District, commonly referred to as the Sutphin Boulevard BID is a 501(c) 3 not-for-profit organization founded in 2004. Managed by the Sutphin Boulevard District Management Association, Inc. (DMA), the BID represents the interests of over 135 businesses, over 55 properties and over 40 properties owners located on Sutphin Boulevard between Hillside and 94th Avenues. The Sutphin Blvd Business Improvement has a yearly operating budget of \$252,000.00.**

**The BID offers a vast array of services for its members, comprising: financial services, legal services, realty services, optical services, child care services, apparel shops, cafes, health and wellness centers and more. With funding specifically allocated for the improvement of the commercial area elected officials, community members and local stakeholders are working together diligently to optimize the Sutphin Boulevard experience.**



## **Statement of Need**

The purpose of this RFP is to solicit proposals from qualified firms of certified public accountants to audit the Sutphin Blvd BID's financial statements for the fiscal year ending June 30, 2020.

## **Expectation:**

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audits of a non-profit agency.
3. A list of similar agencies or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit, on a timely basis.
  - Participation of senior audit personnel assigned to the engagement.
  - Frequency of contact with fiscal personnel.
  - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history - what assurances can you provide this agency, regarding the assignment of your permanent personnel to the engagement.
6. Describe capability to audit computerized accounts receivable systems and to audit during the development of a completely computerized bookkeeping system.
7. Procedures used to transmit audit adjustments and the reasons for them, along with management recommendations to the responsible personnel within the Sutphin Blvd BID structure.
8. Detailed audit plan.
9. Your fee proposal to conduct the basic audit function, tax return preparation and 1099s along with your fee schedule for additional services that may be required beyond the scope of the engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the Executive Director. This disclosure should include an estimation of the increased fees and the reason for the increase. If fixed fee, state the number of years committed.
10. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
11. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
12. Audit firm to produce statements and to print annual report.
13. Your firm should state whether it has an on-site peer review performed, and the rating your firm receives should be disclosed in your proposal. Please submit your latest peer review report.



## Deliverables

The nature of required audit services:

1. Audit period will be from July 1, 2019 through June 30, 2020 with the opportunity for an extension if agreed upon by both parties
2. Special reports, exhibits and schedules required:
  - Audit Opinion
  - Statement of Financial Position
  - Statement of Activity
  - Statement of Cash Flows
  - Required footnotes and disclosures
  - Preparation of the organization's 990, Char500 and 1099s
3. Conferences:
  - Exit conference with Bookkeeper and Executive Director
  - Exit conference with office personnel
4. Description of the Entity and Records to be audited:
  - General ledger, fixed assets ledger, accounts receivable, general journal, accounts payable
5. Report Requirements
  - The report will be addressed to the Board of Directors and will contain all requirements, as outlined in Deliverables, #2. (tax returns issued separately)
  - Management letter: The auditor must provide their communication letter (and if needed Material Deficiency in Internal Controls report), when they provide the audit.

## Cost of Proposal Preparation

All costs incurred in the preparation of the proposal will be the sole responsibility of the respondent and will not be reimbursed by the Sutphin Blvd Business Improvement District.

## Instructions to Prospective Contractor

- Prior to submitting this proposal, if necessary, please call Glenn Greenidge @ 718 291-2110 to discuss any need for clarification or other related needs.
- Electronic or hardcopy proposals should be received no later than July 30, 2020.
- All electronic proposals should be submitted in PDF or Microsoft Office format.
- Electronic proposals should be emailed to Glenn Greenidge, Executive Director at: [sutphinblvdbid@verizon.net](mailto:sutphinblvdbid@verizon.net)
- All hardcopy proposals should be mailed to:

Sutphin Blvd BID  
8900 Sutphin Blvd Suite 308D  
Jamaica, NY 11435

## Inquiries



If you have any questions regarding this RFP, please submit via email to Glenn Greenidge [Sutphinblvdbid@verizon.net](mailto:Sutphinblvdbid@verizon.net).

#### **Notification of Award and Disclaimer**

Selection of the successful bidder will be made within two weeks after the due date. This request for proposal does not commit Sutphin Boulevard District Management Association, Inc. to award a contract or pay any costs incurred in the preparation of a proposal responding to this request. Sutphin Boulevard District Management Association, Inc. reserves the right to accept or reject any or all applications received as a result of this request, or to negotiate with all qualified sources. Sutphin Boulevard District Management Association, Inc. is not required to award bids to the lowest bidder, but to award based on the best overall proposal considering all relevant factors. Selected bidder(s) will be required to submit at least two references, prior to a final decision being made.

#### **Instructions on Proposal Narrative Requirements**

The Proposer shall respond to each of the following in the proposal:

**1. Qualifications**

The firms, or individuals, responding to this RFP must provide information on qualifications to provide this service. The proposal should show a history of relevant and demonstrated experience in the installation, maintenance and take down of commercial lighting.

**2. Cover Letter:**

The required format is provided in Attachment A.

**3. Firm Demographics:**

The proposal should include a brief history of the firm, its size, and its experience providing the relevant services.

**4. Proposed Budget and Cost:**

Submit a detailed line item budget showing total costs for services and materials described in this proposal.

**ATTACHMENT A**



**Audit RFP – June 2020**

**Proposal Cover Sheet**

<b>Applicant:</b>	
<b>Organization:</b>	
<b>Contact Person:</b>	
<b>Title:</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	
<b>E-Mail:</b>	
<b>Website:</b>	