



Niagara Orleans Land Improvement Corporation (NORLIC)

REQUEST FOR PROPOSAL

Board of Directors

Richard E. Updegrove
Chairperson

Christopher Voccio
Vice Chairman

Michael Casale
Secretary

Robert DePaolo
Member

Kevin Forma
Member

Lynne Johnson
Member

Heather Peck
Member

Staff

Andrea Klyczek
Executive Director

Matthew Chavez
Project Manager

Amy Schifferli
Treasurer

Jacquiline Minicucci
Recording Secretary

TO: Certified Public Accounting Firms

FROM: Andrea Klyczek, Executive Director
Niagara Orleans Regional Land Improvement Corporation

DATE: September 3, 2024

The Niagara Orleans Regional Land Improvement Corp. (NORLIC) invites your firm to submit a proposal to conduct the annual external audits as required by applicable statutes and regulations for NORLIC's fiscal year which runs from January 1st to December 31st.

Background of NORLIC

NORLIC is a charitable Not-for-Profit Corporation created November 9, 2017, pursuant to Article 16 of the Not-for-Profit Corporation Law of the State of New York.

The purpose of NORLIC is to address the member counties problems regarding vacant and abandoned property in a coordinated manner and to further foster the development of such property and promote economic growth through the return of vacant, abandoned, and tax-delinquent properties to productive use.

Organizational Structure

NORLIC is governed by a seven-member board consisting of Chairperson Richard E. Updegrove (Niagara County Manager), Vice-Chairman Christopher Voccio (Niagara County Legislator), Michael Casale (Commissioner of Niagara County Economic Development) and Members: Robert DePaolo (Chief Building Inspector of North Tonawanda), Kevin Forma (Planner City of Niagara Falls), Lynne M. Johnson (Chairman of the Orleans County Legislature) and Heather Peck (President of The Greater Lockport Development Center).

The staff is comprised of Executive Director, Andrea Klyczek, Project Manager, Matthew Chavez, Treasurer, Amy Fisk, and Administrative Assistant, Jacquiline Minicucci.

Scope of Services

Proposals are requested for separate Financial Audits for each of the next five fiscal years (2024, 2025, 2026, 2027 and 2028). Each audit should include, but not be limited, to the following tasks:

- Audit the financial statements and provide an opinion of these statements and a management letter. The management letter must include a summation statement of audit findings and recommendations affecting the financial statements, internal controls, accounting and accounting systems.
- Complete the Schedule of Expenditures of Federal Awards and Compliance Reports related to federal expenditures. In addition, electronic submission of the Data Collection form for each year is required.
- Prepare the Federal Return of Organization Exempt from Income Tax Form 990
- Present draft financial statements and management letters to the NORLIC Executive Director, and the NORLIC Treasurer for review no later than March 15th
- Present the financial statements and management letters at the annual NORLIC Board of Directors meeting the last week in March
- Submit three hard copies and one electronic copy of the final documents after board approval.

The audit must be done in accordance with Generally Accepted Auditing Standards, publications issued by the United States General Accounting Office, and the Office of Management and Budget (OMB) Circular A-133. Since more than \$500,000 in federal funds may be expended during a fiscal year, full compliance with the Single Audit Act is required if applicable. In addition, the audit is being conducted as a requirement under the New York State Public Authorities Accountability Act (PAAA); therefore all state requirements must be followed.

NORLIC Office is located at 6311 Inducon Corporate Drive in Sanborn, NY and the majority of the field work for the audit will be performed at this site.

Reservations of Rights

NORLIC reserves the right to reject all or any part of any or all proposals, to waive technical deficiencies and to accept any proposal that it deems to be in the best interest of NORLIC. Any appointment resulting from this RFP will not necessarily be awarded to the firm with the lowest fees. The appointment shall be awarded to the compliant firm whose proposal best meets the needs of NORLIC, in the judgment of the board of directors of NORLIC. NORLIC reserves the right to negotiate the terms and conditions of the contract with the successful firm(s) to obtain the most advantageous situation for NORLIC. NORLIC reserves the right to request additional information from all applicants.

Project Timeframe

RFP Issued	September 3, 2024
Submission of Proposals	October 4, 2024
Contractor Selected	October 25, 2024
Project Orientation	TBD prior to Jan 1
Completion of all tasks	No Later than March 15th

Cost Proposal

Proposed fees for each of the five fiscal years should be provided. In addition, please provide the proposed fee for a standard audit in the event that less than \$500,000 in federal expenditures is expended in any of the fiscal years. The contract will not necessarily be awarded to the lowest bidder.

Experience

Please provide the following information in your proposal:

- An overview of your firm
- Recent auditing experience with municipal and non-profit clients
- Experience with the Single Audit Act and PAAA
- Client references, including name and phone number
- Resumes of staff and supervisory personnel that will be assigned to the audit

Submission Requirements

Three (3) copies of your proposal should be submitted by **October 4, 2024** to:

Niagara Orleans Regional Land Improvement Corporation
Attention: Andrea Klyczek, Executive Director
Samuel M. Ferraro Center for Economic Development
6311 Inducon Corporate Drive Suite One
Sanborn, New York 14132.