

Saratoga County Economic Opportunity Council, Inc.
PO Box 169, 39 Bath Street
Ballston Spa, NY 12020
518-288-3206

REQUEST FOR PROPOSAL

The Saratoga County Economic Opportunity Council, Inc. (EOC), is a non-profit organization committed to being a leader in advocating for opportunities and developing solutions to promote healthy, thriving families and caring community partners is in the process of reviewing its professional accounting and auditing services. The potential awardee will provide the following services:

- Conducting an annual independent audit of EOC's financial statements in accordance with U.S. generally accepted accounting standards including a review of internal controls and issuance of financial statements.
- Issuing an annual management letter making comments and suggestions regarding internal accounting and financial controls.
- Conducting an annual audit as required by the United States Office of Management and Budget through the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards codified at 2 CFR 200.
- Prepare and present an annual interpretive analysis of the financial statements to EOC's Board of Directors.
- Prepare the Agency's yearly Form 990, Char500 and Form 5500 for EOC's Retirement Plan.

We are asking firms to express their interest in being included in the bid process by providing us with the following information:

I. Executive Summary

- Summarize how and why your firm is distinct from the other firms being considered and why selection of your firm as independent auditors and tax advisors is the best decision for EOC. Specifically, how can your firm add value and help us navigate the non-profit environment in which we operate.

II. Firm Profile, Experience and Qualifications

- Provide an overview of how your firm is organized and how this structure will benefit EOC. Describe your firm's competence in serving the non-profit

sector. Discuss how your firm has the ability to advise EOC on developing trends in the non-profit environment.

- List your significant national and local non-profit clients.

III. People

- Provide an organization chart of your proposed engagement team including the name, office location and a resume of the key partners and managers. Describe their roles and experience with organizations in the non-profit arena.
- Provide a list of any other "key" people that you feel would be assigned to our account, their qualifications and office locations.
- Define the existing local resources that you expect to be involved on your engagement team.
- Indicate your commitment to staff continuity for the next three years.
- Indicate your commitment to your team's accessibility to our management and financial people.

IV. Approach to Information Sharing/Innovation

- Describe your firm's approach to interfacing with client management, communicating trends and developments and stimulating idea generation.
- Describe any industry associations or programs sponsored by your firm exclusively for client information sharing and client participation information.
- Describe any other methods you employ to keep your clients thinking ahead of current issues.

V. Audit Approach and Responsiveness

- Describe your firm's audit approach to the initial and continuing audits, how this differs from other firms, and how this will benefit EOC. Your discussion should include:
 - An overview of the audit plan for the organization, including the scope, timing and nature of the audit work to be performed.
 - Approach to adding value through audit service.
- Describe your transition plan for the audit engagement for the year ended December 31, 2015.
- Describe your audit technology tools, how they differentiate you from other firms and how this benefits the Company.
- Describe your firm's approach to communicating with management, the Audit Committee and the Board of Directors.
- Explain your firm's approach to the management letter.

VI. Tax Services

- Provide an overview of your firm's tax experience and credentials.
- Describe your firm's tax services.

VII. Fees

- Please submit your proposed annual fee for the financial statement audit for the three (3) years ended December 31, 2015, 2016, and 2017. The fee quotation should include the following information:
 - Total audit fees, identifying fees and hours by staff level. Present a "not-to-exceed" amount for routine, out-of-pocket expenses.
 - Identify the services that are included as a component of the audit engagement and provide examples of services that would be considered non-recurring and billed separately.
 - Explain how routine phone calls and minor research and/or consultation are handled.
- Please submit your proposal for the preparation of the federal tax, state tax and retirement returns for the same three-year period.

VIII. Other Relevant Information

- Describe other services available from your firm that may be of interest to us and how these services differentiate you from other firms.
- Provide any other information that distinguishes your firm, or that you think would help EOC in its evaluation process.

IX. References

- Provide a listing of three (3) references from the non-profit sector, including name, address and phone number of the person to contact.
- If the contact person is an alumnus of your firm, please so designate.

Please forward your response directed to me at the address listed above. Responses should be received no later than October 31, 2015.

Sincerely,


John Munter
Chairman
Audit Committee