

REQUEST FOR PROPOSAL

Proposals, subject to the conditions contained herein, will be received by the Oneida County Comptroller until **4:30 P.M.**, local time on **Friday, December 1, 2023**, and then publicly opened and read for:

Accounting and Auditing Services
RFP #2023-370

A. Nature of Services Required

Your firm should submit a proposal to the office of audit and control for the purposes of providing an audit of the County of Oneida for the three years ended December 31, 2023, 2024 and 2025.

Oneida County's fiscal year begins January 1st and ends December 31st. The audit will cover all operations and departments of Oneida County.

The auditor will conduct a financial audit of the County's financial statements for the governmental activities, the business-type activities, certain aggregate discretely or blended component units, each major fund, and the aggregate remaining fund information of Oneida County. These statements must be in compliance with GASB No. 34 rules, technical bulletins, and interpretations.

The County reports the following major governmental funds:

- *General Fund*—The General Fund is the principal operating fund of the County and is used to account for all financial resources except those required to be accounted for in other funds.
- *Debt Service Fund*—The Debt Service Fund is used to account for and report the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs (except those presented in the discretely presented component units).
- *Capital Projects Fund*—The Capital Projects Fund is used to account for and report financial resources to be used for the acquisition and construction of the government's major capital facilities, other than those financed by proprietary funds.

The County reports the following nonmajor governmental funds:

Special Revenue Funds—The Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The following Special Revenue Funds are utilized:

- *Special Grant Fund*—This fund is used to account for funds received under the Job Training Partnership Act/Workforce Investment Opportunity Act.
- *County Road Fund*—This fund is used to account for expenditures for highway purposes authorized by Section 114 of the Highway Law.
- *Road Machinery Fund*—This fund is used to account for the purchase, repair, maintenance and storage of highway machinery, tools and equipment pursuant to Section 133 of the Highway Law.
- *Oneida Tobacco Asset Securitization Corporation*—The Oneida Tobacco Asset Securitization Corporation (“OTASC”) Fund is used to account for the receipt and disbursement of resources related to tobacco assets and related obligations.

The County reports three major proprietary funds as follows:

- *Sewer Fund*—This fund is used to account for operations and capital improvements of the County’s sewer district.
- *Workers’ Compensation Fund*—The County uses this fund to account for workers’ compensation insurance services for the County and communities within the County for which participants are charged fees to participate.
- *Upper Mohawk Valley Memorial Auditorium Authority*—Represents a public benefit corporation established to own and manage the activities of the former City of Utica Memorial Auditorium.

Additionally, the County reports the following fund type:

Fiduciary Funds—Fiduciary funds are used to account for the resources held on behalf of parties outside the County. The fiduciary funds are not reflected in the government-wide financial statements because the resources of the funds are not available to support the County’s own programs. The County maintains one fiduciary fund, the Custodial Fund.

The auditor, as part of the audit activity described in the above paragraph, will also conduct a single organization-wide financial and compliance audit of federal grants, grant programs, and contracts awards. This audit will be a single audit, conducted in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”) and guidelines promulgated by the Office of the State Comptroller and the Education Department of the State of New York.

The auditor shall conduct the audit for the following express purpose:

1. Provide the County with the auditor's opinion on the County's financial statements, which are to be prepared in accordance with generally accepted accounting principles (GAAP).
2. Test internal controls over, and proper accounting for, revenue, expenditures, assets, and liabilities. This shall include a determination that the County's internal accounting control system provides reasonable assurance that material payments to sub-recipients are properly authorized and are allowable under the terms and conditions of the federal award.
3. Determine that federal funds are being expended in accordance with the terms of applicable agreements and those provisions of federal law or regulations that could have a material effect on the financial statements, grants, or awards tested.
4. Ensure accounting practices are in accordance with generally accepted accounting principles providing guidance where this is not the case.

B. Description of Entity To Be Audited

Background

The County of Oneida, New York (the County) is governed by the Charter of the County of Oneida, the County Law, and other general laws of the State of New York and various local laws and ordinances. The present County Charter provides for a County Executive form of government. The County is divided into 23 legislative districts with an elected legislator representing each district in the Oneida County Board of Legislators. The County Executive is the chief executive of the County. The County Comptroller is the chief fiscal, accounting and auditing officer of the County. The County Executive and County Comptroller are each elected for a four-year term.

The County provides the following principal services as established by its Charter: police and law enforcement services; economic assistance; health and nursing services; maintenance of County roads, parks and waterways; and among others, operation of a community college and waste management facilities.

Financial Reporting Entity

The basic financial statements present the County, as well as the component units determined to be included in the County's financial reporting entity, in accordance with Governmental Accounting Standards Board ("GASB") Statement No. 39, "Determining Whether Certain Organizations are Component Units" and GASB Statement No. 80 "Blending Requirements for Certain Component Units."

The decision to include a potential component unit in the County's reporting entity is based on several criteria set forth in GASB Statement No. 39 and GASB Statement No. 80, including legal standing, fiscal dependency, and financial accountability. Statement No. 39 defines financial accountability of the primary government as being determined on the basis of fiscal dependency, appointment of a voting majority of a governing board, ability to impose its will or potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the primary government.

Based upon the Statement No. 39 and Statement No. 80 criteria and other significant factors, the following organizations, functions, or activities are included as component units of the primary government:

- *Mohawk Valley Community College ("MVCC")*
- *Oneida-Herkimer Solid Waste Management Authority*
- *Oneida Tobacco Asset Securitization*
- *Upper Mohawk Valley Memorial Auditorium*

All of the financial data for MVCC, the Authority, OTASC and the Upper Mohawk Valley Memorial Auditorium Authority is derived from their own independently-audited financial statements. **These organizations are not a part of the County's audit. They shall not be considered in your fee.**

C. Assistance Available to the Auditing Firm

Members of the Oneida County Comptroller's Office will be available to provide information and explanations relating to various financial reports and will provide names of contacts from other departments who will assist the auditors with the collection of data for inclusion in the Schedule of Federal Awards. The Comptroller's staff will prepare basic financial statements, with guidance from the audit firm.

D. Report Requirements

The annual financial reports are to be addressed to the County Comptroller and must include:

1. Management's Discussion and Analysis

2. Basic Financial Statements

Government-Wide Financial Statements

- Statement of Position
- Statement of Activities

Fund Financial Statements

- Balance Sheet – Governmental Funds
- Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds
- Reconciliation of the Statement of Revenues, and Expenditures, and Changes in Fund Balances of the Governmental Funds to the Statement of Activities

Proprietary Fund Financial Statements

- Statement of Net Position – Proprietary Funds
- Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Funds
- Statement of Cash Flows – Proprietary Funds

Fiduciary Fund Financial Statements

- Statement of Fiduciary Net Position
- Statement of Changes in Fiduciary Net Position

Discretely Presented Component Units

- Statement of Net Position Component Units
- Statement of Revenues, Expenses, and Changes in Net Position – Component Units

Notes to Basic Financial Statements are to be prepared by the audit firm.

3. Supplemental Schedules

- Combined Statement of Revenues and Other Financing Sources and Expenditures and Other Financing Uses – Budget and Actual – General Fund
- Combined Statement of Revenues and Other Financing Sources and Expenditures and Other Financing Uses – Budget and Actual – Debt Service Fund

Combining Statements of Other Governmental Funds

- Combining Balance Sheet – Nonmajor Governmental Funds
- Combining Statement of Revenues and Other Financing Sources, Expenditures and Other Financing Uses, and Changes in Fund Balance – Nonmajor Governmental Funds

4. Single Audit Reports and Schedules

Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with the Uniform Guidance
Schedule of Expenditures of Federal Awards

Notes to Schedule of Expenditures of Federal Awards

Schedule of Findings and Questioned Costs – Federal Compliance Requirements

Status of Prior Year's Findings and Questioned Costs – Federal Compliance Requirements

STATE SINGLE AUDIT REPORTS AND SCHEDULES

- Report on Compliance and Controls Over State Transportation Assistance Expended
- Schedule of State Transportation Assistance Expended
- Notes to Schedule of State Transportation Assistance Expended
- Schedule of Findings and Questioned Costs for State Transportation Assistance Expended

The audit firm will perform all single audit testing, gather data and prepare all single audit schedules in consultation with the Comptroller's Office and other County personnel.

The audited financial statements must be delivered to the Comptroller on or before August 15th, 2024, 2025 and 2026.

The report of examination of financial statements must (a) state the scope of the examination and that the audit was performed in accordance with generally accepted auditing standards and (b) must include an opinion as to whether the statements conform to generally accepted accounting principles.

A separate report on federal financial assistance will be required in order to satisfy the requirements of the Uniform Guidance known as the Single Audit. If significant inadequacies are found in the audit, the County will be advised and will prepare a plan for corrective action with guidance from the auditing firm.

The management letter should include a statement of audit findings and recommendations affecting the financial statements, internal controls, accounting, accounting systems, legality of action, other instances of non-compliance with laws and regulations and any other material matters.

The exit conference shall be conducted with the County Comptroller and/or governing body.

The auditing firm shall complete the Federal Clearinghouse Data Collection Form and perform all necessary steps to electronically file the required reports with them.

E. Contractual Arrangements and Price-Quote

The contract will be a three-year contract for fiscal years beginning January 1, 2023 and ending December 31, 2025. Your price quote is to include separate quotes for each of the three years and broken down between the financial and single audit functions.

F. Format and Content of Proposal

Title Page

RFP Subject
Firm name, address and telephone number
Name of contact person

Table of Contents

Include a clear identification of the material by page number.

Letter of Transmittal

State briefly your understanding of the work to be done with a positive commitment to perform the work within the time period outlined in the proposal.

Other Provisions

The names of person or persons who are authorized to make representation for the firm, their titles, address and telephone numbers will be required.

State that the person signing the letter is authorized to bind the firm.

Indicate the number of people (by level) located within the local office that will handle the audit.

Provide a list of local office's current and prior government audit clients indicating the type of services performed and the number of years served for each.

Indicate the local office's experience in providing additional services to governments, the types of services performed and the years of engagement.

Describe the experience in government audits of each Senior and higher level person assigned to the audit, including years on each job and their position while on each audit. Indicate the percentage of time the Senior will be on site.

Describe the relevant educational background of each individual assigned to the audit. This should include seminars and courses attended within the past three years.

Substitution of assigned personnel listed in your RFP will be allowed upon approval by the County Comptroller. Reasons for the substitution must be provided together with the replacement's qualifications, which should approximate those of the person being replaced.

In addition to the above, you may submit additional information relevant to your proposal and its evaluation.

G. Evaluation of Proposals

1. Mandatory criteria

- Must be a firm of certified public accountants licensed in New York State.
- Must not have a record of substandard work.
- All work is to be performed by the winning firm's employees.
No work is to be sub-contracted out.

2. Technical Criteria

Those proposers who have met each of the criteria in the above section will be evaluated on the following criteria:

Sixty-five (65) technical points using the information provided by the firm in the proposal.

- Prior Auditing Experience of County Governmental Entities (0-20)
- Organization Size and Structure of Firm (0-5)
- Professional and Educational Qualifications of Staff (0-10)
- Responsiveness of the Proposal in Clearly Stating an Understanding of the Work to be Performed (0-15)

■ Cost of Audit (0-15)

All proposals will be examined and evaluated by members of the Oneida County Comptrollers' staff.

Sincerely,

JOSEPH J. TIMPANO
ONEIDA COUNTY COMPTROLLER