

**ERIENET LOCAL DEVELOPMENT  
CORPORATION  
REQUEST FOR PROPOSALS (RFP)  
PROPOSALS FOR ACCOUNTING SERVICES**

**RFP #2022-048VF**

**RFP DATE: OCTOBER 14, 2022  
DUE DATE: NOVEMBER 2, 2022**

**ERIENET LDC  
EDWARD A. RATH COUNTY OFFICE BUILDING  
95 FRANKLIN STREET  
BUFFALO, NEW YORK 14202  
10<sup>TH</sup> FLOOR**

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Courtney Scordato: [courtney.scordato@erie.gov](mailto:courtney.scordato@erie.gov)**

**REQUEST FOR PROPOSALS**  
**ERIENET LOCAL DEVELOPMENT CORPORATION**  
**REQUEST FOR PROPOSALS (RFP)**  
**PROPOSAL FOR ACCOUNTING SERVICES**

**1. GENERAL INFORMATION**

ErieNet Local Development Corporation, hereinafter referred to as “ErieNet” or “the Corporation”, is seeking proposals for accounting services on a fee basis. ErieNet’s operations include the development of a middle-mile broadband fiber optic network in Erie County. ErieNet is required to comply with the New York Public Authorities Accountability Act (PAAA) and account practices should comply with Governmental Accounting Standards.

The intent of this Request for Proposals (RFP) is to award a contract to the responsible accounting firm whose qualifications, and other factors considered, are the most advantageous to ErieNet.

ErieNet was formed as a Local Development Corporation in the State of New York. The mission of ErieNet is to deliver affordable broadband access to unserved areas; improve services in underserved communities; and enable world-class broadband investment and deployment county-wide. Through the development of a state-of the-art fiber optic network, ErieNet will enhance economic development opportunities, promote better quality of life for Erie County residents, and position Erie County as a globally competitive community.

**2. PROCUREMENT METHOD & AWARD**

This contract will be awarded in accordance with the Competitive Proposal procurement methods per ErieNet’s Procurement Policy. The intent of this RFP is to award a contract to the responsible firms that qualifications and other factors considered, are most advantageous to ErieNet, based on the opinion of ErieNet’s Board members. Only ErieNet is in the position to determine its own best interest; therefore, ErieNet shall be the sole and final judge in determining the quality and appropriateness of candidates.

**3. RESPONDENTS**

The proposer must be a licensed CPA firm in New York State.

**A. Submission instructions:**

**1. Schedule.**

RFP Advertisement	10/14/2022
RFP Questions Due	10/21/2022
RFP Questions Response Due	10/26/2022
RFP Due Date	11/2/2022

Proposals must be submitted no later than 4:00 pm on November 2, 2022.

**2. Inquiries.** Inquiries concerning this RFP should be mailed to:

Courtney Scordato  
Erie County Dept. of Environment & Planning  
95 Franklin Street, 10<sup>th</sup> Floor  
Buffalo, New York 14202  
Courtney.Scordato@erie.gov

**3. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by ErieNet.

**4. Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Courtney Scordato  
Erie County Dept. of Environment & Planning  
95 Franklin Street, 10<sup>th</sup> Floor  
Buffalo, New York 14202  
Courtney.Scordato@erie.gov

*\*\*It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:*

**Request for Proposal  
[TIME] [DATE]  
SEALED PROPOSAL for Accounting Services**

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to ensure that the proposal is received by ErieNet,

by the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** ErieNet reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
6. **Small and/or Minority-Owned Businesses.** Efforts will be made by ErieNet to utilize small businesses, women and/or minority owned businesses.
7. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant.

## 4. PURPOSE

ErieNet is seeking a qualified firm to provide Accounting Services to represent the Corporation. The firm will provide accounting services to the Corporation, its Board and staff throughout the term of the engagement.

The purpose of this RFP is to obtain meaningful, technical, competitive proposals so the Corporation may select a firm that meets its needs and requirements in providing accounting services in relation to the development of a middle-mile fiber optic network. Single or multiple awards may be made through this solicitation. Proposers should be acquainted with the relevant local, state and federal laws, regulations, and acceptable accounting practices pertaining to Local Development Corporations. Prior to submitting a proposal, proposers, at their own expense, must secure any personnel and licenses required to perform the scope of work. Proposal should also identify any other methods or strategies not identified in this RFP, but that the Offeror may deem necessary to include in their response.

## 5. SCOPE OF SERVICES

ErieNet requires fee accounting services and expertise in establishing the initial setup and daily operations of the Corporation.

The Fee Accountant shall provide a detailed Work Plan in the Proposal demonstrating comprehension of the objectives and scope of services to be provided in response to the RFP. The Work Plan must clearly describe in detail the Fee Accountant's approach to timely perform and complete all services required by the RFP and must include the Firm's staff assigned to complete the services. The services will not constitute an audit of the financial statements of the Corporation, but rather should be viewed as external accounting services.

### A. Scope of Services:

1. Assist the Corporation in identifying and establishing accounting systems that best suit the Corporation including but not limited to daily operations (i.e. bookkeeping, billing etc.).
2. Perform operations necessary to maintain the financial reports and records for the Corporation and to prepare, furnish and maintain, as applicable, the following financial reports, records, and services:
  - a) Reconciliation of Bank Statements
  - b) Code or Review of coding of check vouchers
  - c) Necessary Journal Entries
  - d) Investment Information
  - e) Insurance Registers
  - f) Annual Closing Entries
  - g) The following Financial Statements, including:
    - Balance Sheet
    - Budgeted Statement of Income
    - Supplemental Schedules
    - Grants Reports
    - Schedule of Fund Received
    - Transactions (Check) Register
    - General Ledger
    - Board Report Package Monthly Inclusive of all entities to include Balance Sheet and P&L

## **6. PROPOSAL CONTENTS**

The Offeror, in its proposal, shall, at a minimum, include the following:

### **A. Experience**

The Offeror should describe its experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to ErieNet. Experience should include the following categories:

1. Experience with nonprofit organizations and/or public authorities.
2. Experience with clients conducting similar programs and government-funded services.

### **B. Organization, Size, Structure, of the Firm**

If the Offeror is a firm, it should describe its organization, size, structure, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include a copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

### **C. Qualifications**

The proposer must be a licensed CPA firm in New York State.

The proposer must demonstrate the capability to perform the above stated accounting services in accordance with governmental accounting principles and other procedures as required by the IRS, State of New York, and ErieNet.

#### **D. Price**

The Offeror's proposed price should include:

1. Information on the hourly billing rates of each staff member assigned to ErieNet including any charges for expenses, if any, such as, copies, and faxes; and
2. A monthly flat fee that would be charged for routine bookkeeping services.
3. A monthly flat fee that would be charged for attendance at board/committee meetings and review of the items to be considered by the board.

*\*\* ErieNet reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.*

#### **E. Conflict of Interest**

The Offeror must describe any existing or potential conflicts of interest or any conflicts which might arise and provide assurance that there are no unresolved conflicts of interest between Offeror and the Corporation. In addition to disclosing any prior representation of the Corporation, any Boards of Directors, or any municipality located in Erie County, the Offeror should disclose matters where they have previously been adverse to the Corporation, any representation before the Corporation or any offices, bodies or boards associated therewith or thereunder, as well as any other matters that could impact a conflict analysis for this potential client.

#### **F. Proposal Evaluation**

1. **Submission of Proposals.** All proposals shall include an original and three copies.
2. **Evaluation Procedure and Criteria.** ErieNet's Executive Director and/or Board of Directors and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

- Proposed approach to scope of work.
- Level of experience of the individual(s) identified to work on this matter.
- The Offeror's experience with similar clients.
- Cost.

## **G. Insurance Requirements**

**Professional/Malpractice Liability Insurance.** The declaration page from the Contractor's general liability insurance policy, showing accounting staff is bonded against theft or mismanagement of funds, will be required prior to entering into a Services Agreement with ErieNet. Contractors should attach this to their Proposal or affirm that they will provide it upon awarding the work.

Contractors shall be required to secure, at their expense, a professional liability insurance policy with contractual liability insurance. The insurance shall be in the minimum amounts of \$1M per claim and \$1M as the aggregate of liability. A certificate of insurance showing your General Liability insurance policy will also be required in the amount of \$1M per claim and \$2M total along with Auto and Worker's Compensation coverage. Both policies shall name the Corporation as additional insured. The Corporation also requires the declarations page from your General Liability policy which shows the endorsement that the ErieNet is indeed and additional insured.

Notwithstanding any terms, conditions or provisions, in any other writing between the Parties, the proposer hereby agrees to effectuate the naming of the Corporation as unrestricted additional insured on the proposer's insurance policies, with the exception of Worker's Compensation.

A copy of the certificate shall be supplied to ErieNet after award of contract, but well prior to execution of contract. The certificates shall be issued to ErieNet with a provision that in the event the policies are either cancelled or diminished, at least 30 days prior notice thereof shall be given to ErieNet. Any subcontractor of the prime contractor shall be required to provide adequate insurances prior to commencement of work.