



1864 Muttontown Road  
Syosset, New York 11791  
(516) 571-7613

## LONG ISLAND REGIONAL PLANNING COUNCIL



100 Veterans Memorial Highway,  
Hauppauge, New York 11788  
(631) 853-6148

---

### **Solicitation of Competitive Proposal 2010 FINANCIAL AUDIT**

**Contact:** Cara Longworth, Deputy Executive Director, Long Island Regional Planning Council's Nassau office.

**Proposal due:** April 29, 2011

**General Description:** 2010 Annual Financial Audit and Audit of Internal Structure of the Long Island Regional Planning Council.

#### **I. Introduction and Overview**

The Long Island Regional Planning Council ("LIRPC" or the "Council") is a New York State municipal corporation, established under New York State General Municipal Law §239-h and Nassau County Ordinance Number 129-2007 and 115-2008 and Suffolk County Ordinance Number 636-2005 and 1097-2007 (collectively, the "Enabling Laws").

The LIRPC is required to have an independent audit of its finances and financial management. This will be first such audit. Funding for the LIRPC is provided by Nassau and Suffolk Counties, the Nassau County Industrial Development Agency, other municipalities and through the awarding of grants. The Council consists of twelve (12) voting members, six (6) at large members from each of Nassau and Suffolk Counties who serve without compensation. In addition to the voting members the Council consists of fourteen (14) ex-officio members which include the County Executive,

Comptroller, Presiding Officer of the Legislature, or their designees, Commissioners of Health, Commission of Public Works in each County, the Director of the Planning Department in Suffolk, the Executive Commissioner of the Nassau County Planning Commission, the Commissioner of Economic Development and Workforce Housing in Suffolk and the Deputy County Executive for Economic Development in Nassau. An Executive Director and his staff manage the day to day operations of the Council. Specific information on the Council, including relevant legislation, Council members, meeting minutes, reports, summaries of activities, Business Plan, etc. can be found on their website. ([www.lirpc.org](http://www.lirpc.org))

The Long Island Regional Planning Council is seeking Certified Accounting Firm (CPA) to audit their 2010 financial operations. (2010 Audit). This audit should include an audit of the LIRPC's finances and financial transactions, their financial operations, management control and safeguards, and any other related financial activities including record keeping and adherence to general accepted accounting practices.

## **II. Proposal Submission Instructions:**

Proposers must respond to the audit as a whole. Proposals should be concise and include, but not be limited to:

- § Proposer's methodology for completing the work.
- § Personnel, with accompanying resumes, to be devoted to the work.
- § Timing of the project and completion date.
- § List of relevant clients, with supporting reference and contact information for which the proposer has completed comparable work.
- § Cost proposal.
- § Breakout of hourly rate per individual member of the project team, including estimated hours per team member.

Proposals must not only set forth in detail the tasks to be undertaken by the proposer, but also the assistance the proposer will need from the LIRPC for the timely completion of the work.

The proposals must be signed by an individual who is authorized to bind the proposer to all commitments made in the proposal. The original and twelve (12) copies of the proposal, together with all attachments, must be submitted to the LIRPC in a sealed envelope **no later than April 29, 2011**. No electronic or facsimile copies of the proposals will be accepted. Any late proposals will be returned unopened. Proposals received after the above date and time will not be considered. The LIRPC shall be under no obligation to return proposals. The LIRPC shall not be responsible for any costs for preparation or submittal of proposals. The LIRPC shall not be required to award this contract to any proposer should it, in its sole discretion, determine such proposal (s) to not be in the best interest of the LIRPC or Nassau and Suffolk Counties.

The LIRPC is under no obligation to respond to any question, inquiry or assertion that is not received in writing. Interested parties may contact the authorized contact person listed below by telephone to advise that a fax transmission or email has been sent to her attention. Proposers will submit all proposals and direct all responses, questions, and any other communications to the following authorized contact person:

Cara Longworth, Deputy Executive Director  
Long Island Regional Planning Council  
1864 Muttontown Road  
Syosset, NY 11791  
Telephone: (516) - 571-7613  
clongworth@nassaucountyny.gov

No contact with any other LIRPC, Nassau County or Suffolk County personnel other than the authorized contact person is allowed until such times as an award (or awards) has (have) been made. Violation of these provisions may result in immediate disqualification.

## **General Information:**

1. **Incurring Cost.** The LIRPC shall not be liable for any costs incurred in the preparation and production of a proposal in response to this Request for Proposal (“RFP”) or for any work performed prior to the issuance of a contract.
2. **Rejection of Proposals.** This RFP does not commit the LIRPC to award a contract, or to procure, or to contract for services or supplies. Notwithstanding any other provisions of this RFP, the LIRPC reserves the right to award this contract or any part hereof to the vendor(s) that best meet the requirements of the RFP, and not necessarily to the lowest cost proposer. The LIRPC reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this RFP if it is in the interests of the LIRPC to so do.

The LIRPC may require the Proposer selected to participate in negotiation and to submit any price, technical, or other revisions, or their proposals as may result from negotiations.

3. **Addenda to Request for Proposals.** Amendments to this RFP may be necessary prior to the closing date and will be furnished by mail to all prospective Proposers who have requested these materials.
4. **Contract Negotiations.** The LIRPC intends to enter into contract negotiations with the firm or firms selected by its RFP Evaluation Committee, who shall be required to enter into a written contract with the LIRPC in a form approved by legal counsel for the LIRPC. The contract usually includes, without limitation, the standard clauses as attached hereto. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the contract. The contract may contain provisions not contained herein.

The LIRPC reserves the right to negotiate the terms and conditions of the contract with the selected proposer(s), if any. These negotiations could include all aspects of services and fees. Neither the selection of a vendor nor the negotiation of the contract with such vendor or vendors shall constitute the LIRPC’s acceptance of the proposal or a binding commitment on behalf of the LIRPC to enter into a contract with such vendor(s), as any binding arrangement must be set forth in the contract signed by both parties and is subject to all requisite approvals.

The contract shall provide that in the event of any material misrepresentation by the Proposer contained in its proposal, the LIRPC shall have the right to immediately terminate the agreement. It shall also provide that in the event the Proposer or any of its principals are convicted of a misdemeanor or felony during the term of the agreement, that the LIRPC shall also have the right to terminate the agreement

5. **Additional Information.** The LIRPC may award a contract based upon offers received without discussion of such offers with the Proposers. Each offer, therefore, should be submitted in the most favorable terms that the Proposers can offer the LIRPC from a price and technical standpoint. However, the LIRPC reserves the right to request additional data or oral discussions or presentations in support of written proposals from any and all of the Proposers. In addition, the LIRPC reserves the right to make on-site visits to the Proposer's place of business to assess and/or evaluate Proposer's qualifications.
6. **Disclosure of proposal contents.** The LIRPC will withhold proposals submitted under this RFP from disclosure, unless otherwise required by law, including, but not limited to, the Freedom of Information Law ("FOIL"). Proposers shall indicate in their proposals any information they submit that they believe is exempted from disclosure under FOIL. In the event that the LIRPC determines that information is required by applicable law to be disclosed, the LIRPC will notify the Proposer in advance of such disclosure to enable the Proposer to take such action as it deems appropriate. Copies of executed contracts are not exempt from FOIL.
7. **Independent Price Determination:** By submission of its offer, the Proposers certify (and in the case of a joint offer, each party thereto certifies as to its own organization) that, in connection with procurement:
  - A. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matters relating to such prices with any other proposer or competitor; and
  - B. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposers prior to award, directly or indirectly, to any other Proposer or competitor; and

- C. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition; and
  - D. No elected or appointed official or employee of the LIRPC shall benefit financially or materially from this contract. The LIRPC may terminate this contract if gratuities were offered or given by the Proposer or his or her agency to any such official or employee.
8. **Ownership of Information:** All materials submitted in response to this RFP will become the property of the LIRPC.
  9. **Examination of Records:** In submitting a proposal, the successful Proposer agrees that the LIRPC shall have access to and the right to examine directly all pertinent documents, papers and records of the Proposer and/or any sub-proposer as related to any contract and/or subcontract resulting from this RFP until six years after final payment has been made pursuant to any contract awarded as a result of the LIRPC's acceptance of proposal.
  10. **Subcontracting:** The Proposer will be responsible for the entire contract performance. The Proposer must indicate in the RFP if it intends to use a sub-contractor for any part of the work and provide full disclosure of the entire consultant team at the time of submittal of a proposal. The Proposer shall identify each sub-contractor by name, business address and expertise, and must include the name(s) of the principal(s) of the subcontracting entity. A full description of the tasks to be performed by the sub-contractor must be included. The Proposer will not be permitted to subcontract any part of the contract or any of the rights and obligations thereunder without the prior written approval of the LIRPC.
  11. **Negotiated Changes:** In the event that negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect.
  12. **Disclaimer:** The LIRPC and its respective officers, directors, agents, members and employees make no representation or warranty and assume no responsibility for the accuracy of the information set forth in this RFP. Further, the LIRPC does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby

disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the Website on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.

**Evaluation Criteria: Proposals submitted to the LIRPC will be evaluated using the following criteria.**

Proposal elements, as described above, will be reviewed and evaluated for completeness and responsiveness according to pre-determined standards and selection criteria. Proposals will be deemed responsive only if the proposer responds to and meets all of the requirements of this RFP. Proposers may be invited for interviews to discuss project requirements and proposal elements in more detail should the selection committee request such. The LIRPC reserves the right to award all or any part of this project, and to waive any technical irregularities or omissions, or to cancel this RFP and solicit new proposals if, in the LIRPC's sole judgment, the best interests of the LIRPC will be served. An Evaluation Committee designated by the LIRPC will evaluate each proposal and use the following criteria (which will be given approximately equal weight) for scoring each submission:

- Demonstrated capability in the performance of comparable work, including the ability of staff to perform and complete the audit in a timely manner.
- Technical experience and qualifications in the performance of comparable work.
- Management capability, including data about the proposer and qualifications and experience of key project management staff members
- Fee Proposal

- Price and methodology of fee proposal for proposed services; including a detailed proposal that includes hourly rates for all staff to be assigned to the work as well as rates for disbursements/costs if any.