



Chautauqua, Cattaraugus, Allegany & Steuben Counties

Southern Tier Extension Railroad Authority

Center for Regional Excellence, 4039 Route 219, Suite 200, Salamanca, New York 14779

Tel (716) 945-5301 Fax (716) 945-5550 TDD (716) 945-5301

"This Institution is an equal opportunity organization"

Frank "Jay" Gould, Chairman

Richard Zink, Chief Executive Director

REQUEST FOR PROPOSAL

Annual Audit Services 2020-2024

Chautauqua, Cattaraugus, Allegany, Steuben

Southern Tier Extension Railroad Authority

(716) 945-5301 ext 2203 Office

(716) 945-5550 Facsimile

Richard T. Zink, CEO

I. INTRODUCTION A. Purpose

The Chautauqua, Cattaraugus, Allegany, Steuben Southern Tier Extension Railroad Authority (hereinafter referred to as "STERA") is inviting responses from qualified Vendors to provide Annual Audit Services for STERA's accounts for the fiscal years 2020 through 2024, a five year term.

B. Background of the Chautauqua, Cattaraugus, Allegany, Steuben Southern Tier Extension Railroad Authority

The Chautauqua, Cattaraugus, Allegany and Steuben Southern Tier Extension Railroad Authority, known more commonly as STERA, is a local public authority created by the New York State Legislature in response to home rule requests from Chautauqua, Cattaraugus, Allegany and Steuben Counties of New York State. STERA is required to file annual audits within 90 days of the end of each fiscal year, which is December 31. STERA files with the New York State Office of the State Comptroller, Authority Budget Office, through a Public Authority Reporting Information System. (PARIS) STERA has a thirteen-member Board of Directors appointed by the four counties as well as the Southern Tier West Regional Planning and Development Board. STERA's accounting records are maintained in the offices of STERA Treasurer. STERA's meeting financials and annual audits are located on our website <http://www.ccasstera.org>

C. Correspondence

All questions pertaining to this RFP shall be submitted *no later than 12:00 p.m. on December 21, 2020* via phone, facsimile or email to:

Richard T Zink, CEO
STERA
4039 Route 219, Suite 200
Salamanca, NY 14779
(716) 945-5301 x-2203 Office
(716) 945-5550 Facsimile
Email rzink@southerntierwest.org

D. Submission of Proposals

Interested accounting professionals shall submit their proposal to the Chautauqua, Cattaraugus, Allegany, Steuben Southern Tier Extension Railroad Authority offices by hand, mail, other courier type services or email no later than 3:00 p.m., local time, January 7, 2021 either in a sealed envelope with the company name and address on the outer envelope along with the words "STERA Audit RFP 2020" clearly marked or a pdf document titled "your company STERA Audit RFP 2020. If proposals are sent by mail, fax, or email, only those proposals received on or before the time noted above shall be considered

Proposals shall be submitted to:

Richard T Zink, CEO
STERA
4039 Route 219, Suite 200
Salamanca, NY 14779

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Email rzink@southerntierwest.org

II. Due Date

Deadline for Proposals: January 7, 2021 by 3:00 p.m.

STERA intends to award a contract to the successful applicant within 4 business days of receipt.

III. PROPOSAL CONDITIONS

A. Services to be Performed:

Prospective Vendors shall be expected to include the following services in their proposal:

- The Annual audit shall be completed in compliance with generally accepted accounting principles and by meeting with the Treasurer, and or board as necessary.
- The firm shall show the ability to provide single audit(s) on specific project(s) or program(s) as may be required by Federal or State Agencies, as identified by STERA.
- Audit and Financial Statements must be completed as timely as practicable. Final Audit and reports are required to be complete within 90 days of end of the fiscal year which is December 31.
- Present Audit and related documentation to the 13 member STERA board in late March or as needed with copies provided, as necessary.

B. Incurred Costs

This RFP does not commit STERA to pay any costs incurred by Vendors in preparation of responses to this RFP. Vendors agree that all costs incurred by Vendors in developing this proposal are solely the Vendor's responsibility.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this proposal. It is the Vendor's responsibility to ensure that its proposal arrives on or before the specified time.

D. Interviews

Proposals may be so similar in quality that oral interviews may have to be arranged to assist in making the final selection.

IV. GENERAL REQUIREMENTS WHEN SUBMITTING PROPOSALS

- Detail your firm's experience in providing auditing services to other municipalities, public authorities and/or public benefit corporations in the State of New York.
- Discuss the firm's independence with respect to STERA
- Describe how your firm will approach the audit(s), including the use of any association or affiliate member firm. Discuss the communication process used by the firm to discuss issues with the audit committee.
- Set forth your fee proposal for the 2020 and the four (4) subsequent years audits.

- Provide the names and contact information for other, similarly sized clients of the partner or manager that will be assigned to our organization for reference purposes.
- Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
- * References may be included and bound at the end of proposal.

V. Evaluation of Proposals

STERA shall evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, proposed fee, and the results of discussions with other clients.