



Public Schools of the Tarrytowns

NOTICE TO PROVIDERS

Public Schools of the Tarrytowns, hereinafter TARRYTOWN UFSD, hereby invites the submission of sealed proposal for External Audit Services.

EXTERNAL AUDIT SERVICES

RFP # 2025-03

Proposal Due Date: Wednesday, April 23 by 2:00 PM

Tarrytown UFSD
Administration Building
200 North Broadway
Sleepy Hollow, NY 10591

At the above stated time and place all proposals will be publicly opened. Proposals will be opened on the stated date, but will not be publicly read aloud. There will be no discussion at the time of the opening of the proposals. The names of the Proposers shall be available following the proposal opening via formal request sent to the Business Administrator. Specifications, forms and certifications for this may be obtained from the same office or on the District website at www.tufsd.org. In the event that TARRYTOWN UFSD Purchasing Office is closed the day of the proposals' opening, the proposals will be opened at the same time, on the next day that the TARRYTOWN UFSD Purchasing Office is open. All proposals received after the date and time stated in this Notice to Providers will not be considered and will be returned to the proposing individual or firm. Each proposing individual or firm assumes the risk of any delay in the mail or delivery service, or in the handling of the mail by postal service, delivery service and/or employees of TARRYTOWN UFSD.

Proposals must be submitted in sealed, opaque envelopes clearly marked, "**PROPOSAL FOR EXTERNAL AUDIT SERVICES RFP # 2025-03**" TARRYTOWN UFSD is not responsible for proposals opened prior to the time and date of the opening if the identifying information does not appear on the envelope. Proposals opened prior to the time and date of the opening are invalid.

When evaluating proposals received, TARRYTOWN UFSD will consider qualifications, experience, and reputation in the auditing services industry. This RFP does not commit TARRYTOWN UFSD to award a contract for claims auditing services. TARRYTOWN UFSD reserves the right to request clarifications or corrections to proposals received, reject any oral proposals received; to waive what it deems informalities, technical defects, irregularities and/or omissions relating to a specific proposal received; to invite new proposals, to cancel this RFP in part or in its entirety, to accept the whole or part of a proposal, to accept parts of proposals from more than one Proposer, to request additional information from any Proposer and/or to negotiate any portion of the proposals received, as deemed to be in the best interest of TARRYTOWN UFSD.

Lauren Leone
Purchasing Agent
Tarrytown UFSD



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REQUEST FOR PROPOSAL #2025-03 **SPECIFICATIONS FOR EXTERNAL AUDITING SERVICES**

THIS RFP IS IN THREE SECTIONS:

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SECTION A – REQUIREMENTS SECTION **RFP # 2025-03 EXTERNAL AUDIT SERVICES**

Public Schools of the Tarrytowns, hereinafter referred to as “TARRYTOWN UFSD,” invites proposals from qualified firms of certified public accountants or individuals (hereafter known as “the firm”), that are qualified to provide External Audit Services, with the requirements and provisions set forth within this Request for Proposal (“RFP”), with the option to renew any contract awarded each year, for four (4) fiscal years.

This is a one-year contract for the fiscal year ending June 30, 2025, with an option of four additional one-year periods to renew, said term being subject to the annual review and recommendation of the Business Official, the Superintendent, and the Board of TARRYTOWN UFSD.

In accordance with the TARRYTOWN UFSD policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of § 103 of General Municipal Law.

PURPOSE

The TARRYTOWN UFSD maintains records in compliance with the New York State Uniform System of Accounts for school TARRYTOWN UFSD. Activities and balances of the following must be included in the audit:

- Funds and account groups of the Board including:
 - General Fund
 - Special Aid Fund
 - School Store Fund
 - School Lunch Fund
 - Capital Projects Fund
 - Risk Retention/Internal Service Fund
 - Fixed Assets Accounts
 - Long-term Debt Fund
 - Trust and Agency Funds including: Private Purpose Trust Funds, Miscellaneous Special Revenue
 - Funds Permanent Funds and Agency Funds
- Extra Classroom Activity Funds
- Government Grants

SCOPE AND REPORTING REQUIREMENTS

The annual audit of all funds and accounts of the TARRYTOWN UFSD shall be performed in accordance with standards and procedures developed by:

- United States General Accounting Office
- Government Accounting Standards Board (GASB)
- American Institute of Certified Public Accountants (AICPA)
- Generally Accepted Auditing Standards (GAAS)
- Standards promulgated by the New York State Comptroller
- Regulations of the Commissioner of Education
- Regulations of the Federal, State, and Local Governments regarding Federal, State, and Local Funds

The audit will include tests of the accounting records of TARRYTOWN UFSD and other procedures you consider necessary to enable you to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on TARRYTOWN UFSD compliance with laws and regulations and its internal controls as required for a Single Audit. If your opinion is other than unqualified, you will fully discuss the reasons with TARRYTOWN UFSD in advance.



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Interim fieldwork should be performed during the school year. Participation in two (2) school district Audit Committee meetings per year is expected. Audit Committee meetings are held in the District's Administrative Building Board Room, 200 North Broadway, Sleepy Hollow, NY 10591 at 5:30 PM. Dates to be determined.

The firm shall provide financial statements and a Management Letter issuing an opinion on the accompanying financial statements that will include a statement of audit discoveries, a description of any material weaknesses in internal control, and recommendations for financial management improvement. The financial statements must include:

Basic Financial Statements

- TARRYTOWN UFSD-wide
 1. Statement of Net Assets
 2. Statement of Activities
- Fund Financial Statements
 1. Balance Sheet – Governmental Funds
 2. Statement of Revenues, Expenditures, and Changes in Fund Balances -Governmental Funds
 3. Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
 4. Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General and Special Aid Funds
 5. Internal Service Fund – Statement of Net Assets
 6. Internal Service Fund – Statement of Revenues, Expenses, and Changes in Net Assets
 7. Internal Service Fund – Statement of Cash Flows
 8. Statement of Fiduciary Net Assets
 9. Statement of Changes in Fiduciary Net Assets
 10. Notes to the Basic Financial Statements

Individual Fund Financial Statements and Schedules

- General Fund
 1. Balance Sheet
 2. Statement of Revenue, Expenditures, and Changes in Fund Balance – Budget and Actual
 3. Schedule of Expenditures and Other Financing Uses Compared to Budget
- Special Revenue Funds
 1. Balance Sheets for the Special Aid Fund, School Lunch Fund, School Store Fund, Special Purpose Fund, and Capital Projects Fund.
 2. Statement of Revenues, Expenditures and Changes in Fund Balance for the School Lunch Fund, School Store Fund, Special Purpose Fund, and Capital Projects Fund.
 3. Special Aid Fund Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual
 4. Capital Projects Fund – Project-Length Schedule
- Supplementary Information
 1. Analysis of Due to TARRYTOWN UFSD
- Any additional statements that may become required by TARRYTOWN UFSD.

Special audits or management services shall be performed in accordance with specific guidelines from the NYS Education Department, the Board of Education or Superintendent of Schools and will meet the requirements defined in OMB Circular A-133, "Audits of State and Local Governments".



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TARRYTOWN UFSD will require that the selected audit firm's assigned staff perform preliminary audit work for approximately five workdays prior to the close of the fiscal year. The TARRYTOWN UFSD fiscal year ends June 30th. The Commissioner's regulations require the Independent Auditor's report to be filed by October 1st.

Therefore, fieldwork shall begin no later than August 15th and end on or before August 27th and the audit firm shall provide the audit reports and accompanying financial statements to TARRYTOWN UFSD on or before September 10th. The audit must be scheduled on consecutive days agreeable to the Business Office. The management letter should be included in the binder with the financial statements. The audit firm shall present its findings to the Board of Education at a regularly scheduled public meeting.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Business Official, the Superintendent, and the Board.

All working papers associated with this audit shall be retained by the audit firm for a minimum of six years from the date of the audit report. Further, all such working papers shall be available for examination by authorized representatives of cognizant agencies, TARRYTOWN UFSD and subsequent independent auditors for a period of six years from the date of submission of the final invoice or until litigation, audit or claim has been fully resolved, if later.

TARRYTOWN UFSD currently expects to prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the Auditor's report thereon. The Auditor shall be required, if requested by the fiscal advisor and/or underwriter, to issue a "consent and citation of expertise" as the Auditor of record for TARRYTOWN UFSD.

The Auditor will be expected to provide timely information and recommendations concerning any changes in GASB pronouncements, or changes in accounting principles or formats used by the appropriate governing agency.

PROPOSAL SUBMISSION

Proposal must be clearly labeled ("**Proposal for External Audit Services RFP #2025-03**") and submitted to Tarrytown Union Free School District, 200 North Broadway, Sleepy Hollow, New York 10591 on or before 2:00 PM on Wednesday, April 23, 2025. There is no expressed or implied obligation for the TARRYTOWN UFSD to reimburse responding individuals or audit firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the individual or firm unopened.

PROPOSAL FORMAT

All proposals must be submitted in two parts. Part I must consist of responses to the management and qualification items. Part II must consist of annual pricing information. Incomplete submissions may not be considered for award. Proposals should not be excessively long and should be submitted in a format that permits copying for review. Provide (2) hard copies of each proposal, one copy titled "ORIGINAL" and the other titled "COPY," and one digital copy on a flash drive.

Cover page - The title page should state that the document is a **Proposal for External Audit Services RFP #2025-03**, and list the date, audit firm name, contact person, local address, telephone number, and e-mail address.

Page Two – Table of Contents to identify the contents by section and page number.



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Each page of the proposal must state:

- Name of Audit Firm or Individual
- Proposal for External Audit Services RFP #2025-03 for TARRYTOWN UFSD
- Page number
- All materials submitted in response to this request will become the property of TARRYTOWN UFSD.

Body of the Proposal

- Statement of your understanding of the work to be done.
- Profile of the audit firm including size and location(s).
- Number and level of personnel to be assigned to this audit, including the names and NYS CPA license numbers of the partner(s) in charge. Please provide an affirmation statement that those assigned will have met all the continuing professional education (CPE) requirements necessary to satisfy the standards of the United States General Accounting Office (GAO) and New York State Education Department. An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of New York. Also provide the names of individuals in the firm that will be available throughout the term of the contract for continuing advice and counsel. TARRYTOWN UFSD and its Board reserves the right to reject staff who they feel do not have appropriate experience or qualifications to conduct the audit.
- Describe your audit firm's approach to the audit including:
 - Type of audit program used
 - Use of statistical sampling
 - Use of computer audit specialists
 - Organization of audit team
 - Approximate time to be spent on audit both at TARRYTOWN UFSD and in your office
 - Provide a tentative audit activity schedule for the 6/30/2020 audit
- A listing of experience in the performance of the requested services for school district and or BOCES in New York State and the years of such experience. A listing of government or school district contacts to attest to the firm's experience should be included. Please include the contacts' telephone numbers and the years of engagement.
- An affirmation by the auditor that there are no conflicts of interest between the firm and school district.
- A copy of the audit firm's last external quality control/peer review report.
- A statement explaining why the firm believes itself to be best qualified to perform the engagement.
- A statement that the proposal is a firm and irrevocable offer for services to be rendered.
- A sample management letter.
- A sample records request letter.
- Copies of the Certificates of Insurances in place. If certain insurances are not in place, provide assurance of ability to provide executed copies of the Certificates of Insurances. Also, provide a completed W-9 form.
- Copies of Professional Licenses held by the Audit Firm, as well as a complete business profile/resume, must be submitted.

Attachment A

- Please fill in the lines on Attachment A of the RFP with the appropriate information.
- Indicate fees for the requested services for each of the years ended June 30, 2025, 2026, 2027, 2028 and 2029. The base fee for auditing services shall include the costs of performing the aforementioned activities and should be a flat annual rate that should include necessary expenses such as reproduction costs for general distribution of reports. Out-of-pocket expenses for the audit firm's personnel (e.g., travel, lodging and subsistence) will be the responsibility of the Auditor and should be considered and included when determining the all-inclusive maximum price for the year. The base fee should also include follow up work, reconciling differences with other agencies, adjusting journal entries, and provide for advice and counsel to the Board's staff throughout the term of the contract. Each proposal will also state the basis on which special audit or management services will be billed.



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Submitting Proposal

Please submit your written proposal (two hard copies, one copy titled “ORIGINAL” and the other titled “COPY,” and a digital copy on a flash drive, in a sealed envelope no later than 2:00 PM on Wednesday, April 23 to:

Lauren Leone
Purchasing Agent
Tarrytown Union Free School District
Administration Building
200 North Broadway
Sleepy Hollow, NY 10591

- The envelope shall be labeled “**Proposal for External Audit Services #2025-03**”.
- Any proposals received after this deadline will be returned to the firm unopened.
- All proposals and accompanying documentation become the property of TARRYTOWN UFSD. Any information received during the proposal process either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose, at any time without obligation, compensation or liability of any kind.
- Audit Firms submitting proposals should be of sufficient size to ensure stability, responsiveness and timeliness during the engagement.
- TARRYTOWN UFSD is not liable for any cost incurred by audit firms prior to the issuance of an agreement or contract.
- At the discretion of TARRYTOWN UFSD, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by TARRYTOWN UFSD.

QUESTIONS

Questions concerning the RFP and the procedures for responding should be directed to Lauren Leone, in writing at lleone@tufsd.org on before April 10, 2025. Answers to all questions will be provided on or before April 11, 2025 in addenda format.

EVALUATION CRITERIA AND SCORING MATRIX

1. Experience and Qualifications of the Proposer: Consideration will be given to proposers demonstrating strong capabilities, personnel experience and reputation in undertakings similar to those described in this RFP and providing authoritative documentation of their financial soundness and stability. Similar experience will be understood to include, but not be limited to:

- a. At least five (5) years’ experience in the provision of accounting services involving school districts (information indicating the number of schools districts audited within the past five (5) years would demonstrate a level of experience).

2. Ability to Implement Project Promptly: Preference will be given to proposals demonstrating an ability to carry out the tasks and responsibilities outlined in the proposal in a prompt and efficient manner.

3. References: References from Public School Districts with similar demographics will be considered.

4. Cost of Services: Consideration will be given to the estimated price of the proposal for the services to be conducted in accordance with the terms of the agreement annexed hereto as Attachment “B”.



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Proposal Evaluation Matrix:

Proven Experience and Personnel Qualifications	25%
Ability to Implement Project Promptly	15%
References	25%
Cost of Services	35%

PROCEDURES SUBSEQUENT TO RECEIPT OF PROPOSALS

- All proposals will be logged, opened and preliminarily reviewed.
- TARRYTOWN UFSD will evaluate each proposal as per its established evaluation process to determine whether the requirements of this RFP are met. The evaluation process is designed to award the proposal not necessarily to the firm with the lowest annual costs, but rather to the firm with the best combination of attributes aforementioned based on responses received.
- TARRYTOWN UFSD may invite the top two or three qualified audit firms for an interview, based on each firm's score from the evaluation criteria above. TARRYTOWN UFSD reserves the right to make a decision based solely on the interviews rather than from firm's scores on the evaluation criteria above.
- TARRYTOWN UFSD will make reasonable attempts to schedule each interview at a time that is agreeable to the firm. Failure of an audit firm to report to an interview on the date scheduled may result in rejection of the External Audit proposal.
- A recommendation will be made to the Board.
- The Board reserves the right to accept or reject any or all proposals or any parts of proposals
- Following the notification of the selected audit firm, a contract will be executed between both parties.
- TARRYTOWN UFSD will make its own award with the selected auditing firm.
- Payment will be made to the firm which receives the award resulting from this proposal on an as completed basis; i.e., 50% to be paid upon 50% completion, 40% to be paid upon completion of field work and the remaining 10% to be paid after receipt of the reports by the Business Office and presentation of reports to the Board.
- If the audit firm fails to comply with any of the terms of this proposal, TARRYTOWN UFSD may terminate this contract.
- TARRYTOWN UFSD reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Right to Reject Requests for Proposal

TARRYTOWN UFSD reserves the right to reject any and all proposals, to waive what it deems to be an informality in the RFP process, to waive what it deems to be any and all technical defects, irregularities, omissions and/or informalities relating to a specific proposal submitted; to request additional information from External Audit Firms including samples of proposed items; to re-advertise and invite new proposals; to cancel this RFP; and to negotiate the terms of the engagement as in TARRYTOWN UFSD'S judgment deems to be in the best interest of the TARRYTOWN UFSD.

TARRYTOWN UFSD intends to select an External Audit Firm that, in its opinion, best meets TARRYTOWN UFSD'S needs. Therefore, TARRYTOWN UFSD reserves the right to request clarifications or corrections to proposals received, and to negotiate with all qualified firms. The services described herein may be awarded, at TARRYTOWN UFSD'S discretion, on the basis of factors other than cost, including, but not limited to, qualifications, recommendations, merit and experience. TARRYTOWN UFSD may select the proposal with whatever modifications TARRYTOWN UFSD and the External Audit Firm may mutually agree upon, which, in TARRYTOWN UFSD'S sole discretion, it determines best meets TARRYTOWN UFSD'S requirements whether or not that proposal has the lowest costs. No audit firm shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal.



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SECTION B – INFORMATION SECTION **RFP # 2025-03 EXTERNAL AUDIT SERVICES**

Description of TARRYTOWN UFSD

TARRYTOWN UFSD has three buildings located in Sleepy Hollow, New York and three buildings located in Tarrytown, New York.

John Paulding School

154 North Broadway, Tarrytown, NY 10591

Sleepy Hollow High School / Middle School

210 North Broadway, Sleepy Hollow, NY 10591

Winfield L. Morse School

30 Pocantico Street, Sleepy Hollow, NY 10591

Administration Building

200 North Broadway, Sleepy Hollow, NY 10591

Washington Irving Intermediate School

103 South Broadway, Tarrytown, NY 10591

Tappan Hill School

50 Ichabod Lane, Tarrytown, NY 10591



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ANTICIPATED PROPOSAL TIMELINE RFP # 2025-03 EXTERNAL AUDIT SERVICES

Request for Proposals Issued	April 4, 2025
Confirmation of Participation Due	April 10, 2025
RFP Questions Due	April 10, 2025
RFP Answers to Questions Addendum Distributed	April 11, 2025
Due Date for Proposal	April 23, 2025 at 11:00 AM
Interviews	Beginning April 28, 2025

TERMS AND CONDITIONS

ACCEPTANCE OF PROPOSALS

This RFP should not be construed as a contract to purchase services. TARRYTOWN UFSD is not bound to accept the lowest price or any proposal of those submitted.

LIABILITY OF ERRORS

While TARRYTOWN UFSD has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective Audit Firms are urged to conduct their own investigations into the material facts and TARRYTOWN UFSD shall not be held liable or accountable for any error or omission in any part of this RFP.

CONTRACT NOT TO BE ASSIGNED

It is mutually understood and agreed that the Audit Firm shall not assign, transfer, convey, sublet, or otherwise dispose of the contract, of their right, title or interest therein, or their power to execute such contract to any other person, or firm.

CONTRACT DIGRESSION – FAILURE TO PERFORM

Should the Audit Firm fail to perform as required by the specifications set forth herewith; TARRYTOWN UFSD may cancel the awarded contract. In such event, TARRYTOWN UFSD will assume no responsibility for, nor will it reimburse the Audit Firm for any expense or loss to the Audit Firm because of such termination or cancellation.

TERMINATION OF CONTRACT

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the TARRYTOWN UFSD's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Audit Firm.

AWARD OF CONTRACT

When award Occurs: Award of a contract occurs when a formal contract has been finalized or other evidence of acceptance by TARRYTOWN UFSD is provided to the Audit Firm. A Recommendation of Award does not constitute award of contract.

Award: If a contract is awarded, it shall be awarded to the responsive and responsible Audit Firm whose proposal is determined by TARRYTOWN UFSD to be most advantageous to TARRYTOWN UFSD based on the Evaluation Criteria and any interviews conducted.

FREEDOM OF INFORMATION LAW

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial



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injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW." The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

INDEMNIFICATION

The successful Proposer shall defend, indemnify and save harmless the District, its employees and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorneys' fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Successful Proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

INSURANCE REQUIREMENTS:

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, with the exception of workers' compensation and N.Y. State Disability insurance.
- II. The policy naming the school as an additional insured shall:
 - a) Be an insurance policy from an A.M. Best rated A- or higher insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District and may create significant vulnerability and costs for the District.
 - b) State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - c) Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (GC 20 26) or equivalent. The decision to accept an endorsement rests solely with the District. A completed copy of the endorsements must be attached to the Certificate of Insurance.
- III.
 - a) The Certificate of Insurance must describe the services provided by the professional consultant that are covered by the liability policies.
 - b) At the District's request, the professional consultant shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the professional consultant will provide a copy of the policy endorsements and forms.
- IV. The consultant agrees to indemnify the school for any applicable deductibles and self-insured retentions.
- V. Minimum Required Insurance:

Commercial General Liability Insurance

\$1,000,000 per occurrence/ \$2,000,000 aggregate.

The general aggregate shall apply on a per-project basis (where applicable).



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Automobile Liability

\$1,000,00 combined single limit for owned, hired, borrowers and non-owner motor vehicles

Workers' Compensation

Statutory Workers' Compensation (C-105.0 or U-26.3); and NYS Disability Insurance (DB 120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

Professional Errors and Omissions Insurance

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

Umbrella/Excess Insurance

\$3,000,000 each occurrence and aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability and Professional Liability coverage.

- VI. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the school constitutes a material breach of contract. The Professional Consultant is to provide the schools with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

COMPLIANCE WITH LAWS

The Audit Firm awarded a contract pursuant to this RFP shall comply with all the provisions of laws in the State of New York and of the United States of America which affect municipalities and municipal contracts, and provide at their expense, any and all licenses and certifications required for the fulfillment of the services that are the subject of this RFP, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulation, the General Municipal Law, the Workers' Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Laws, Rules and Regulation, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

AMENDMENTS TO RFP

Any verbal information obtained from or statements made by any employee or representative of TARRYTOWN UFSD at the time of examination of the documents or site shall not be construed as, in any way, amending this RFP. Only such corrections or addenda as are issued by the Business Administrator in writing as an addendum to all Audit Firms shall become a part of this RFP and any contract awarded as a result of this RFP. Any addendum issued prior to the opening of submitted proposals shall be applicable to the proposals received and become a part of the contract awarded as a result of this RFP.

End of Section



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SECTION C – FORMS RFP # 2025-03 EXTERNAL AUDIT SERVICES

Attachment A – TARRYTOWN UFSD Information

TARRYTOWN UFSD	TARRYTOWN UFSD
Contact Person	Brian Fried
Telephone Number	914-631-9401
E-Mail Address	bfried@tufsd.org
Number of Bank Accounts Open at 4/2/2025	11
2024/2025 Original Budget	\$97,621,842
2024/2025 Enrollment	2,808
Total Number of FT Employees	438
Total Number of hourly and daily Employees	95
Number of W-2 Forms Issued for 2024/2025 Calendar Year	726
Number of Business Office Personnel	7
Number of Business Office Positions	7
Number of Bargaining Units	4
Number of Campuses	4
Financial Software	WinCap
Number of Grants	10
Number of A/P Payments Issued in 2023/2024	5,344
Frequency of Accounts Payable Check Runs	Bi-weekly
Number of 1099's Issued for 2024 Calendar Year	118 (including extra classroom)
Number of Purchase Orders Issued in 2023/2024	2,621
Number of Purchase Orders Issued in 2024/2025	2,151 through 4/2/2025
Number of Bids/RFPs issued in 2024/2025	5
Number of Cash Receipts Issued in 2024/2025	355 (July 2024-March 2025)
\$ Amount of On-Going Capital Projects	\$93,783,634
Number of Extra Classroom Checks Issued in 2023/2024	120
Number of Extra Classroom Checks Issued in 2024/2025	56 through 4/2/2025
Current External Auditor	PKF O'Connor Davies, LLP
Frequency of Payroll	Bi-weekly



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Attachment B – Tarrytown Union Free School District Form of Proposal

Annual pricing for the fiscal years ended June 30, 2025, 2026, 2027, 2028 and 2029.

The undersigned has carefully examined the Request for Proposal (RFP) for Auditing Services, and in accordance with the specifications of the RFP, submits this proposal and agrees to furnish and perform the specified audit services for the school TARRYTOWN UFSD within the time limits specified for the amounts indicated below.

The undersigned agrees to enter into a written contract to furnish such materials and services as required in the proposal specifications.

The following quotation prices are listed as firm for a period of sixty (60) days after the due date of the RFP and may not be withdrawn before sixty (60) days after the due date of the proposal for any reason including mistake.

The audit firm agrees to perform the auditing services specified in this RFP for the amounts quoted as follows:

Audit of the fiscal year ended June 30, 2025 \$ _____

Audit of the fiscal year ended June 30, 2026 \$ _____

Audit of the fiscal year ended June 30, 2027 \$ _____

Audit of the fiscal year ended June 30, 2028 \$ _____

Audit of the fiscal year ended June 30, 2029 \$ _____

Hourly rates for services outside the scope of this contract may be proposed on a separate page.

Name of firm _____

Signature _____ Date _____

Print Name _____ Title _____



Public Schools of the Tarrytowns

RFP # 2025-03 EXTERNAL AUDIT SERVICES

HOLD HARMLESS AGREEMENT

(This form must be signed and notarized – Submit with proposal)

It is hereby agreed and understood that the contractor agrees to hold harmless and indemnify TARRYTOWN UFSD, or any officer, agent, servant, or employee of the TARRYTOWN UFSD from any lawsuit, action, proceeding liability, judgment, claim or demand which may arise out of:

- A) Any injury to person or property sustained by the Audit Firm, its agents, servants or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract, however caused;
- B) Any injury to person or property sustained by any person, firm, or corporation, caused by any act, default, error or omission of the Audit Firm, its agents, servants, or employees or any person, firm or corporation, directly or indirectly employed by them upon or in connection with performance under the contract.

The assumption of indemnity, liability and loss hereunder shall survive the Audit Firm's completion of service or other performance hereunder and any termination of this contract.

The Audit Firm, at its own expense and risk, shall defend any legal proceedings that may be brought against the TARRYTOWN UFSD or any officer, agent, servant, or employee of the TARRYTOWN UFSD on any claim or demand, and shall satisfy any judgment that may be rendered against the TARRYTOWN UFSD or any officer, agent, servant, or employee of the TARRYTOWN UFSD.

This Indemnification, Defense and Hold Harmless Agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand, of whatever name or nature, notwithstanding that the Audit Firm may deem the same to be frivolous or without merit. It is intended that this Agreement be interpreted in the broadest manner possible so as to insulate all of the entities, parties and individuals named above from any liability, cost or judgment, monetary or otherwise, as the same may relate to the personnel and services provided by the Audit Firm.

Signature: _____ Date: _____

Affirmed to me this _____ day of _____, 2025

Notary Public _____

NOTE: *By signing and submitting this proposal for consideration by the Tarrytown Union Free School District, the respondent acknowledges that they have read, understand, and agree to all aspects of the specifications as presented without reservation or alteration. The signer acknowledges that he/she is authorized to submit this proposal.*



Public Schools of the Tarrytowns

RFP # 2025-03 EXTERNAL AUDIT SERVICES **NON-COLLUSIVE CERTIFICATION**

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

Non-collusive bidding certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and,

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).



Public Schools of the Tarrytowns

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

The bidder affirms the above statement as true under the penalties of perjury.

CORPORATE SEAL [if bidder is a corporation]	BIDDER COMPANY NAME:
	ADDRESS:
	PHONE #:
	FAX #:

Authorized Signature: _____

Print Name and Title: _____

Affirmed to me this _____ day of _____, 2025

Notary Public _____



Public Schools of the Tarrytowns

CONFIRMATION OF PARTICIPATION

Bidder Company Name:

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____ Tax ID#: _____

Signature of Company Representative

Date

The company/organization intends to submit a proposal for RFP 2025-03. _____

The company/organization will **NOT** be submitting a proposal for RFP #2025-03 but would like to remain on the vendor list for these services for the future. _____

Please complete and return this form to Lauren Leone via email at lleone@tufsd.org no later than Thursday, April 10, 2022.



Public Schools of the Tarrytowns

GENERAL MUNICIPAL LAW SECTION 103-g STATEMENT RFP # 2025-03 EXTERNAL AUDIT SERVICES

The below signed bidder affirms the following as true under penalties of perjury:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of New York State Finance Law.

Name of firm _____

Signature _____ Date _____

Print Name _____ Title _____

Affirmed to me this _____ day of _____, 2025

Notary Public _____



Public Schools of the Tarrytowns

IRAN DIVESTMENT ACT CERTIFICATION RFP # 2025-03 EXTERNAL AUDIT SERVICES

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List. I, _____, being duly sworn, deposes and says that he/she is the _____ of the _____ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Signature _____ Date _____

Print Name _____ Title _____

Affirmed to me this _____ day of _____, 2025

Notary Public _____



Public Schools of the Tarrytowns

FORM OF DISCLOSURE

RFP # 2025-03 EXTERNAL AUDIT SERVICES

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

1. Does any TARRYTOWN UFSD Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the Firm?_____ If yes, set forth the basis upon which a financial interest exists in the Firm:

2. Has the Firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with TARRYTOWN UFSD?_____ If yes, please describe transaction(s):

3. Does any direct relative of a member of the Board, administrators, or staff possess any financial interest, directly or indirectly, in the Firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling)._____ If yes, set forth below the TARRYTOWN UFSD Board Member, administrator, or staff member whose relation possess an interest and the relationship:

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm:_____

Signature:_____

PrintName:_____

Title: _____ Date: _____