



## Suffern Central School District

45 Mountain Avenue  
Hillburn, New York 10931

### REQUEST FOR PROPOSALS – EXTERNAL AUDITOR

RFP Title: External Auditor

RFP #: EA06252026

Bid Opening: Date: Thursday, June 25, 2026

Time: 9:00 AM

#### **Proposal Terms and Conditions**

The Suffern Central School District is requesting proposals from qualified audit firms to audit its financial records for the fiscal year ending June 30, 2027. This audit is to be performed in accordance with generally accepted auditing standards, the standard set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards, the current provisions of the Federal Single Audit Act and US Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and as per GASB #34 revisions.

There is no expressed or implied obligation for the Suffern Central School District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request for proposals.

An appointment and on-site inspection may be scheduled by any firm interested in submitting a proposal at the Business Office, 45 Mountain Ave., Hillburn, New York 10931, to answer questions about the engagement. Any inquiries concerning the request for proposals should be emailed to Etna Martinez at [emartinez@sufferncentral.org](mailto:emartinez@sufferncentral.org).

To be considered, proposals must be sealed when delivered. Proposals can be submitted in paper format or electronically, via non-encrypted flash drive, in a sealed envelope. If submitting paper copies submit one (1) original and (2) copies. Each proposal and its related materials must be received by the Suffern Central School District by 9 a.m. on June 25, 2026 in an envelope clearly marked:

**“Request for Proposal #EA06252026, External Auditor  
June 25, 2026 @ 9:00 AM”**

The envelope itself is to be addressed as follows:

ATTN: DISTRICT CLERK  
SUFFERN CENTRAL SCHOOL DISTRICT  
ADMINISTRATION BUILDING  
45 MOUNTAIN AVENUE  
HILLBURN, NEW YORK 10931

Failure to comply with all provisions of the Request for Proposal may result in disqualification. Proposals received after the above-cited time will be considered a late quote and will not be accepted.

The Suffern Central School District reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service, and other factors which Suffern Central may consider.

## **INTRODUCTION**

### **GENERAL**

The Suffern Central School District is soliciting the services of qualified firms of certified public accountants to audit its financial records for the fiscal year ending June 30, 2027. The audits are to be performed in accordance with the provisions contained in this request for proposal.

No subcontracting will be allowed.

During the evaluation process, the District may request additional information and clarification from proposers, or to allow correction of errors or omissions. At the discretion of the Suffern Central School District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the District. The District will endeavor to award within forty-five (45) days of the date of the bid opening.

Following the notification of the selected firm, a contract will be executed between both parties.

### **TERMS OF ENGAGEMENT**

A one-year contract with the option of extension by mutual agreement for four additional one-year periods is contemplated, said term being subject to annual review and recommendation of the Purchasing Agent and Superintendent of Schools, and approval by the Board of Education.

### **SCOPE AND REPORTING REQUIREMENTS**

The School District desires the auditor to express an opinion on the fair presentation, in all material aspects, of the financial position and results of operation of the School District in conformity with generally accepted accounting principles. In addition, the auditor is to express an opinion on the fair presentation of the District's Extra classroom activity funds in conformity with another comprehensive basis of accounting (cash basis).

The auditor is required to audit the schedule of federal awards.

The audit will be performed in accordance with standards and procedures developed by: United States General Accounting Office; Governmental 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 Suffern Central School District and other procedures you consider necessary to enable you to express an unqualified opinion that the financial records are fairly presented in all material respects, in conformity with generally accepted accounting principles and to report on the School District 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 us in advance.

The audit firm shall provide to Suffern Central School District 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:

1. Statement of Net Assets
2. Statement of Activities

3. Balance Sheet – District Funds
4. Reconciliation of Fund Balances to Net Assets at bottom of Balance Sheet – District Funds or a separate Reconciliation of Balance Sheet – District Funds to the Statement of New Assets
5. Statement of Revenues, Expenditures, and Changes in Fund Balance – District Funds
6. Reconciliation of District Funds Revenues, Expenditures, and Changes in Fund Balances - District Funds.
7. Statement of Fiduciary Net Assets – Fiduciary Funds and  
Statement of Changes in Fiduciary Net Assets - Fiduciary Funds (if applicable)
8. Notes to the Financial Statements
9. Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget (Non-GAAP Basis)  
and Actual – General Fund
10. Schedule of Change From Adopted Budget to Revised Budget – General Fund
11. Schedule of use of Unreserved Fund Balance – General Fund
12. Schedule of Project Expenditures – Capital Project Fund (if applicable)
13. Schedule of Certain Revenues and Expenditures compared to ST-3 Data
14. Combined Balance Sheet – Non-Major District Funds (if applicable)
15. Combined Statement of Revenues, Expenditures, and Changes in Fund Balance – Non-Major  
District Funds (if applicable)
16. Schedule of Investment in Capital Assets, Net of Related Debt
17. Notes to Schedule of Federal Awards (if applicable)
18. Independent Auditor’s Report on the Internal Control Structure based on an Audit of General  
Purpose Financial Statements performed in accordance with Government Auditing Standards.
19. Independent Auditor’s Report on Compliance based on an Audit of General Purpose Financial  
Statements performed in accordance with Government Auditing Standards.
20. Schedule of Findings and Questioned Costs (if applicable).
21. Corrective Active Plan for A-133 audit findings for federal awards (if applicable)
22. Independent Auditor’s Report on Internal Control related to the Financial Statements and Major  
Program (if applicable)
23. Independent Auditor’s Report on Compliance with Laws, Regulation, and the Provisions of  
Contracts or Grant Agreements (if applicable)

In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization’s ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

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”.

The schedule of federal awards and related auditor’s report, as well as the reports on the internal controls and compliance are not to be included with the general purpose financial statements, but are to be issued separately.

The Commissioner’s regulations require the Independent Auditor’s report to be filed by October 15th. Therefore, fieldwork shall end on or before August 27th and the audit firm shall provide the audit reports and accompanying financial statements to Suffern Central School District on or before September 15th. The audit must be scheduled on consecutive days agreeable to the Business Office. The audit firm will provide copies of all reports to the School Business Official that the school requests. The management letter should be included 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. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall be verbally reported to management.

All working papers associated with this audit shall be retained by the audit firms 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 the school district and subsequent independent auditors for a period of six years from the date of submission of the final invoice or until litigations, audit or claim has been fully resolved, if later.

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.

From time to time, the district may request to meet with the auditor for consultation or request assistance in the event of an emergency. The auditor is expected to be readily available to meet with the district. In addition, the auditor is expected to attend Board meetings or planning sessions as necessary. Such consultations and presentation shall be included in the base bid for auditing services in Appendix A.

## DESCRIPTION OF THE SCHOOL DISTRICT

The auditor’s principal contact with the District will be the School Business Official, or a designated representative, who will coordinate the assistance to be provided by the District.

The Suffern Central School District’s fiscal year begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. The District, as presently constituted, operates in accordance with provisions of the Education Law of the State of New York. The Board of Education is the legislative body responsible for overall operation of the School District. The Superintendent serves as the chief executive officer. The School District’s primary function is to provide education for all its pupils. Services such as administration, finance and plant maintenance support the primary function.

More detailed information of the District and its finances can be found in: Budget Documents, Board of Education Minutes, Annual Financial Reports, and Policies and Procedures Manuals. To obtain access to these documents, contact William Castellane, Purchasing Agent, at (845) 357-7783, extension 11241.

## DISTRICT INFORMATION

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(Numbers pertain to the year ended June 30, 2026 unless otherwise noted.)

Number of Students in grades Kindergarten through Grade 12 (Alternative Education, Special Education, and Career and Technical Education)	4,000
Number of Special Education students	660
Number of Buildings including Administration	7
2026/2027 General Fund Budget	176,358,814

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The District uses the following fund types in its financial reporting:

- General Fund
- Special Aid Fund
- School Lunch Fund
- Debt Service Fund
- Capital Projects Fund
- Agency Fund

Government Grants – Under the Single Audit Act, the Board has approximately 9 grants from federal, state and local sources that might need to be addressed in an audit year.

The Suffern Central School District prepares its budget on a basis consistent with a modified accrual basis of accounting. Appropriations lapse at fiscal year end and encumbrances are shown as a reservation of fund balance and are honored through subsequent year's expenditures. The District maintains its records in compliance with the New York State Uniform System of Accounts for school districts.

The accounting and financial reporting functions of the District are centralized. The District's accounting and financial reporting functions are computerized and fully integrated. The District utilizes Wincap for accounting, payroll and budgeting. The District operates and maintains its own maintenance program.

The Suffern Central School District participated in the NYS and Local Employees' Retirement System and NYS Teachers' Retirement System, both of which are cost sharing multiple-employer, public employee retirement systems. In addition, the District administers IRS Section 403(b) and 125 plans for its employees.

The Suffern Central School District is defined, for financial reporting purposes, in conformity with the Government Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100 (with the source being GASB Statements 14, 34 and 39 and GASB Technical Bulletin 2004-1). Using these criteria, there are no component units included in the District's financial statements. The District does participate with seven other districts in Rockland Board of Cooperative Educational Services (BOCES), which is deemed a joint venture for financial reporting purposes.

## PROPOSAL

In order to facilitate a uniform audit proposal review process and maximize comparability, the proposal for audit services must clearly state the following information and be organized in the following manner:

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

Table of Contents - to identify the contents by section and page number.

Transmittal Letter – A signed letter of transmittal briefly stating the responder's understanding of the work to be done, the commitment to perform

### Body of the Proposal

1. Statement of your understanding of the work to be done.
2. Profile of the audit firm including size and location(s).
3. 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. Suffern Central School District and its Board reserves the right to reject staff who they feel do not have appropriate experience or qualifications to conduct the audit.
4. Describe your firm's approach to the audit including:
  - a. Type of audit program used,
  - b. Use of statistical sampling,
  - d. Use of computer audit specialists,
  - e. Organization of audit team,
  - f. Approximate time to be spent on audit both at Suffern Central School District and in your office,

5. A listing of experience in the performance of the requested services for Suffern Central School District and/or school districts 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.
6. An affirmation by the auditor that there are no conflicts of interest between the firm and Suffern Central School District.
7. A copy of the firm's last external quality control/peer review report
8. A statement explaining why the firm believes itself to be best qualified to perform the engagement
9. A statement that the proposal is a firm and irrevocable offer for services to be rendered.
10. Errors and Omission Policy: \$1,000,000 per occurrence/ \$1,000,000 aggregate for the professional acts of the consultant performed under the contract for the district. Coverage shall remain in effect for two years following the completion of work.
11. Each proposal must be accompanied by properly completed copies of the attached "HOLD HARMLESS AGREEMENT," "PROPOSER WARRANTIES," and "NON-COLLUSIVE BIDDING CERTIFICATE." Failure to sign these statements will constitute grounds for rejection of a proposal.
12. A sample management letter.
13. A sample records request letter.

**Attachment A:**

1. Please fill in the lines on Attachment A of the RFP with the appropriate information.
2. Indicate fees for the requested services for the year ended June 30, 2027. 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 firm 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.

Relationship Between Parties

The successful Proposer will be engaged by the School District only for the purpose and to the extent set forth in this RFP and its relation to the School District. It shall during the period of the successful Proposer's engagement and service hereunder, be that of an independent contractor. The successful Proposer shall be free to dispose of such portion of its entire time, energy and skills as the successful Proposer deems fit. The successful Proposer shall not be considered under the provisions of this RFP, or otherwise, as having an employee status or as being entitled to participate in any plans, arrangements or collective bargaining agreements by the School District pertaining to, or in connection with any salary, term or condition of employment, health insurance, worker's compensation insurance or unemployment insurance or similar benefits as provided for regular employees. The work contemplated herein must meet the approval of the Superintendent of Schools or his designee and shall be subject to the general right of the Superintendent of Schools of inspection and supervision to secure the satisfactory completion thereof. The successful Proposer will be solely and entirely responsible for its acts during the performance of this Agreement. The work and services provided for herein shall be performed by the Agency's principal operator and no other person shall be engaged upon such work or service.

**Submitting Proposal:**

Proposals can be submitted in paper format (one original and two copies) or electronically, via non-encrypted flash drive, in a sealed envelope no later than 9:00 AM on Thursday, June 25, 2026 to:

The envelope itself is to be addressed as follows:  
ATTN: DISTRICT CLERK  
SUFFERN CENTRAL SCHOOL DISTRICT  
ADMINISTRATION BUILDING  
45 MOUNTAIN AVENUE  
HILLBURN, NEW YORK 10931

Envelope shall be labeled: **“Request for Proposal #EA06252026, External Auditor  
June 25, 2026 @ 9:00 AM”**

Any proposals received after this deadline will be returned to the firm unopened.

All proposals and accompanying documentation will become the property of Suffern Central School District. 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.

Firms submitting proposals should be of sufficient size to ensure stability, responsiveness and timeliness during the engagement.

The school district is not liable for any cost incurred by audit firms prior to the issuance of an agreement or contract.

At the discretion of Suffern Central School District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by school district.

#### **Evaluation Procedures:**

Proposals submitted will be reviewed and evaluated by the Board of Education, Superintendent of Schools, Purchasing Agent and the District Treasurer.

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

##### **Mandatory Elements:**

- a. The audit firm is independent and licensed to practice in NY State.
- b. The audit firm’s professional personnel have received adequate continuing professional education within the preceding two years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the Suffern Central School District.
- d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
- e. The firm has expertise in New York State School District Audits as evidenced by its clients and has an understanding and working relations with the State Education Department.
- f. The firm adheres to the instructions in the request for proposal on preparing and submitting the proposal.

##### **Technical Qualifications:**

- a. Expertise and Experience
  - i. The firm’s past experience and performance with the Suffern Central School District and/or on comparable government engagements.
  - ii. The quality and experience of the firm’s professional personnel to be assigned to the engagement.
  - iii. The quality of the firm’s management support personnel to be available for technical consultation.
- b. Audit Approach
  - i. Adequacy of proposed staffing plan for various segments of the engagement

- ii. Adequacy of sampling techniques.
- iii. Adequacy of analytical procedures.

**Price:**

Cost will not be the primary factor in the selection of an audit firm.

**Oral Presentations:**

During the evaluation process, the district may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the district may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

The "acceptance" of any proposal is contingent upon the negotiation and execution of a binding contract for services between the proposer and the District, which contract must be finalized within two (2) weeks of acceptance of the proposal. The Board reserves the right to reject any and all proposals at any time during the process, based upon its sole discretion, and to seek new proposals through either the same or similar process or another process. Moreover, the Board reserves the right to waive all informalities and/or technicalities where the best interests of the Board may be served including the right to award a contract without any further discussion or negotiation with anyone proposing these services. Post proposal negotiations may be conducted with any proposer.

**Procedures Subsequent to Receipt of Proposals**

- On June 25, 2026 after 9:00 AM, all proposals will be logged, opened and preliminarily reviewed.
- References will be checked.
- There will be a meeting to consider the proposals. This contract will be awarded in the best interest of Suffern Central School District and will not necessarily be awarded to the lowest proposal. Other factors such as experience, size and structure of the firm and qualifications of the audit staff will be considered.
- During the evaluation process, Suffern Central School District reserves the right, when it may serve Suffern Central School District's best interest, to request additional information and clarification from prospective audit firms, or to allow corrections of errors or omissions.
- 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.
- It is anticipated that the Board will appoint an independent auditor about 45 days after the bid opening.
- Following the notification of the selected firm, a contract will be finalized between both parties. Payment will be made to the firm which receives the award resulting from this proposal 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, Suffern Central School District may terminate this contract.
- Suffern Central School District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.



**Suffern Central School District  
45 Mountain Ave  
Hillburn, NY 10931**

Appendix A

**PROPOSAL FOR EXTERNAL AUDITOR  
FISCAL YEAR 2026-2027**

I hereby submit a proposal for external auditing services for the Suffern Central School District for the fiscal year 2026-27 in accordance with the Request for Proposal and all guidelines contained within the Reference Manual for Audits of Financial Records of New York State School Districts published by the New York State Education Department.

**Schedule of Audit Quotations**

	<b>As Proposed</b>
Audit of general purpose financial records, and all other services not separately listed below:	_____
Single Audit	_____
Audit of Extra Classroom Activity Fund	_____
<b>Total All-Inclusive Maximum Price</b>	<b>\$ _____</b>

**Schedule of Fees for Additional Services and Audits  
if Requested by Suffern Central School District**

	Hourly Rate
Partners	_____
Managers	_____
Supervisory Staff	_____
Staff	_____
Other (specify)	_____

Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Proposal responses must be sealed when delivered. The outside of the proposal envelope should be marked with:

**“Request for Proposal #EA06252026, External Auditor-June 25, 2026 @ 9:00 AM”**

The envelope itself is to be addressed as follows:  
 ATTN: DISTRICT CLERK  
 SUFFERN CENTRAL SCHOOL DISTRICT  
 ADMINISTRATION BUILDING  
 45 MOUNTAIN AVENUE  
 HILLBURN, NEW YORK 10931



## SUFFERN CENTRAL SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

#### AUDITING SERVICES

Attach the information described below and any additional information that may help profile your firm.

#### **Independence**

Provide an affirmative statement that the firm is independent of the District as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards .

#### **License to Practice in the State of New York**

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.

#### **Firm Qualifications and Experience**

The proposer should state the size of the firm, the size of the firm's school district audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualification of each firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific school district engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstance and status of any disciplinary action or pending disciplinary action against the firm during the past three (3) years with state regulatory bodies or professional organizations.

Describe the firm's experience in assisting school districts in communication with rating agencies and preparation of official statements.

Note: Special consideration will be given to firms familiar to and with prior experience in auditing and assisting Special Act Public Schools with the supplemental schedules and tuition rate determination.

#### **Partner, Supervisory and Staff Qualifications and Experience**

Identify the principal supervisory and management staff, including engagement partner, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a certified public accountant in the State of New York. Provide information on the government auditing experience of each person including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with express prior written permission of the District, which retains the right to approve or reject replacements.

#### **COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM**

The District reserves the right to retain all proposals submitted and use any idea in the proposal regardless of whether that proposal is selected.



**HOLD HARMLESS**  
**(CONTRACTOR/BIDDER)**

\_\_\_\_\_ does hereby covenant and agree to  
(Contractor/Bidder)  
defend, indemnify and hold harmless the SUFFERN CENTRAL SCHOOL  
DISTRICT from and against any and all liability, loss, damages, claims, or  
actions (including costs and attorney's fees) for bodily injury and/or  
property damage, to the extent permissible by law, arising out of or in  
connection with the \_\_\_\_\_  
(Name of project)  
by the \_\_\_\_\_, it's agents, servants and  
(Contractor/Bidder)  
employees.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PROPOSER WARRANTIES

- I. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- II. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Suffern Central School District.
- III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_



**BID PROPOSAL CERTIFICATIONS**

Firm Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Business Address \_\_\_\_\_ Fax No. \_\_\_\_\_

**I. General Bid Certification**

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

**II. Non-Collusive Bidding Certification**

By submission of this bid proposal, the bidder certifies that they are 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 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 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 (b) (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 bid a signed statement which sets forth in detail the reasons therefor. 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 the 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 subparagraph one (a).

2. 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 certification referred to in subdivision one of the 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 the corporation.

\_\_\_\_\_  
Signature (Authorized)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Suffern Central School District**  
**IRAN DIVESTMENT ACT OF 2012 CERTIFICATION**

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should Suffern Central School District receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, Suffern Central School District will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Suffern Central School District shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Suffern Central School District reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_