



**NEW YORK ASSOCIATION OF TRAINING AND EMPLOYMENT PROFESSIONALS  
REQUEST FOR PROPOSAL - INDEPENDENT AUDIT AND TAX SERVICES  
Due: May 6, 2022**

**REQUIREMENTS:**

1. Annual Independent Audit Reports for a (3) year period. The annual audit reports will cover the time periods of July 1, 2021 – June 30, 2022; July 1, 2022 – June 30, 2023, and July 1, 2023 – June 30, 2024. There will also be an option to extend the agreement for (one) additional year.
2. The audit is to be conducted in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States; and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
3. Preparation of Federal Form 990 and New York State CHAR 500
4. Additional Federal and New York State Tax Reporting as may be appropriate
5. Consulting services that may be required during the three-year period

**BACKGROUND INFORMATION:**

The New York Association of Training and Employment Professionals (NYATEP) was incorporated as a Not-For Profit Corporation in New York State in 1986. NYATEP is a 501(c)(3) membership organization serving the workforce development community throughout New York State. Only NYATEP provides the leadership, vision and advocacy for a thriving workforce in New York State. Our focus is ensuring that every New Yorker and employer in New York State has access to the skills they need to work in and support a robust statewide economy. Our network consists of 180 member organizations that provide workforce development throughout New York State. Primary funding sources include membership dues, event and conference revenue, and foundation support. Total budget for current fiscal year is approximately \$1,000,000 and there are no government contracts. Organizational accounting is done in QuickBooks online and handled by a contracted fiscal staff person. More information about NYATEP can be found at [www.nyatep.org](http://www.nyatep.org)

NYATEP will provide to the auditor, as well as any additional items required to conduct the audit:

- Board of Directors
- Staff list

- Lease Agreement – New York State Association of Counties
- Organizational By-Laws
- Financial Policies and Procedures
- QuickBooks data file
- Prior-year audit and 990

**PROPOSALS:**

1. Submit your questions by April 22, 2022. Responses will be posted no later than April 29, 2022. Please submit your proposals no later than May 6, 2022, at 4:00PM (EST). Proposers and the awardee will be notified no later than May 18, 2022, with work expected to begin no later than August 15, 2022.
2. Proposals should be addressed and submitted via email:

By email:

Ms. Melinda Mack, Executive Director

[mmack@nyatep.org](mailto:mmack@nyatep.org)

Subject line: NYATEP Audit RFP Response

Timely submission of proposals is the sole responsibility of the respondent. You will receive a confirmation email.

3. Proposals should include:
  - a. A description of services to be performed and related fee for each year
  - b. Proposed scheduling/ timing for engagement and completion of proposed services
  - c. Description and background of your firm and the staff to be assigned
  - d. At least two references (within the past 3 years)

The Responses will be reviewed and scored (see next page) by the NYATEP Audit and Finance Committee and recommended to the NYATEP Board for approval.

The following is the scoring criteria:

<b><i>Mandatory Criteria: Provide 2 if exceptional, 1 if meets the criteria requirements, 0 if it does not</i></b>
1. Licensed to practice in NYS
2. Demonstrates knowledge and ability to meet generally accepted accounting standards
3. Personnel assigned to the project have appropriate credentials
4. Client references are similar in nature to NYATEP
<b><i>Technical Criteria: Provide 2 if exceptional, 1 is meets criteria requirements, 0 if it does not</i></b>
5. Provides a detailed description of work to be provided for NYATEP
6. Comprehensiveness of audit work plan including: initial meeting with staff, substantive testing approach, internal control review, approach to reviewing financials and delivering final product for review to staff and board.
7. Provides realistic time estimates, and number of hours for audit
8. Demonstrates the technical knowledge to complete an audit for NYATEP (i.e. understanding of non-profits in New York State)
<b><i>Additional Criteria: Provide 2 if exceptional, 1 is meets criteria requirements, 0 if it does not</i></b>
9. Committee's past experience or knowledge of proposer
10. Cost/Pricing structure
<b>Total Points (max points 20, minimum points 0)</b>