

**Greene County Economic Development Corporation  
Request for Proposals for Professional Auditing Services**

**Issued: December 16<sup>th</sup>, 2025**

**Due: January 12<sup>th</sup>, 2026**

**I. INTRODUCTION**

**A. Request for Proposal**

The Greene County Economic Development Corporation (GCEDC) is requesting proposals for auditing services for its fiscal years 2025, 2026, 2027, and 2028 with options to extend for fiscal years 2029 and 2030.

The Greene County Economic Development Corporation ("GCEDC") is requesting proposals from certified public accounting firms to audit its financial statements for four (4) fiscal years from December 31, 2025 to December 31, 2028, with an option of auditing its financial statements for the subsequent two (2) fiscal years.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the GCEDC and the firm selected.

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

**B. Background Information**

The Greene County Economic Development Corporation (the "Corporation") is authorized and empowered by the provisions of Chapter 1411 of the Not-For-Profit Corporation Law, Corporations may be incorporated or reincorporated under this section as not-for-profit local development corporations operated for the exclusively charitable or public purposes of relieving and reducing unemployment, promoting and providing for additional and maximum employment, bettering and maintaining job opportunities, instructing or training individuals to improve or develop their capabilities for such jobs, carrying on scientific research for the purpose of aiding a community or geographical area by attracting new industry to the community or area or by encouraging the development of, or retention of, an industry in the community or area, and lessening the burdens of government and acting in the public interest, and any one or more counties, cities, towns or villages of the state, or any combination thereof, or the New York job development authority in exercising its power under the public authorities law to encourage the organization of local development corporations, may cause such corporations to be incorporated by public officers or private individuals or reincorporated upon compliance with the requirements of this section, and it is hereby found, determined and declared that in carrying out said purposes and in exercising the powers conferred by paragraph (b) such corporations will be performing an essential governmental function. The GCEDC will be administering U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds that it administers for Greene County for various programs including, but not limited to, its Revolving Loan Fund and Microenterprise Assistance Program(s). The auditor should have experience in the handling of that type of funding arrangement.

## **C. General**

The following audit services are required to be performed under this request for proposal:

1. Audit of Financial Statements of the GCEDC.
2. Audit of Financial Statements, including Supplemental Project Information (covering GCEDC Bond, Leases and Indebtedness) as required by the Office of the State Comptroller.
3. Confirmation of projects to assist with the compilation/audit of the above supplemental information.
4. Financial statements must be filed with NYS annually by March 31st in order to comply with the Public Authorities Act. The selected firm is required to submit final audit documents to the GCEDC no later than March 1<sup>st</sup>.

## **D. Auditing Standards to be Followed:**

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards set forth for financial audits in the U.S. General Accountability Office's (GAO) Government Auditing Standards, the provisions of the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Not-for-Profit Organizations.

## **E. Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of six (6) years, unless the firm is notified in writing by the GCEDC of the need to extend the retention period. The auditor may be required to make working papers available, upon request, by the GCEDC as part of an audit quality review process; Auditors of entities of which the GCE#DC is a sub-recipient of grant funds; and other parties as deemed appropriate or necessary by the GCEDC.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

## **F. Insurance Requirements**

Firms selected under this request for proposal will be required to maintain active insurance policies as described herein.

# **II. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

## **A. GCEDC Primary Contact**

The auditors' principal contact with the GCEDC will be Evelyn Donnelly, Treasurer/Secretary, who will coordinate the assistance to be provided by the GCEDC to the auditor.

## **B. Finance Department and Clerical Assistance**

Each year, the audit firm will be provided with detailed working papers for key financial accounts. GCEDC staff will be available during the audit to assist the firm with further information requests and explanations. The GCEDC can also assist with the preparation of audit confirmations.

## **C. Extent of Audit Adjusting Entries**

Currently, any adjusting entries that have been required by auditor will be the responsibility of GCEDC to have completed.

## **D. Financial Statement Preparation**

Financial Statement drafting, preparation, editing and printing shall be the responsibility of the auditor. GCEDC will also require a digital copy of the audit for posting online as required by the NYS Authorities Budget Office.

# **III. PROPOSAL REQUIREMENTS**

## **A. Proposal Requirements**

Each Proposal should be no more than five (5) pages in length and include the following:

### **1. Qualifications and Experience of the Firm, Partner and staff:**

- List the local firm's most significant engagements performed in the last five (5) years that are similar to the engagement described in this request for proposal.
- Identify the Partner, Manager and in-charge accountant who will be assigned to this engagement and provide biographies.
- Indicate the breadth and depth of the firm's specialized resources for unique accounting or tax situations. Indicate whether the firm has alliances or affiliations with other firms or organizations to share knowledge and resources.
- Provide the names and contact information for other, similar clients of the partner and/or manager that will be assigned to our organization for reference purposes.

### **2. All-Inclusive Cost:**

- Proposals will include a bid amount for auditing the GCEDC.
- Firms should provide a fee schedule which includes all costs to perform the audit and compilation engagements as described in this Request for Proposal. This schedule should also include all direct and indirect costs, including all out-of-pocket expenses (e.g. photocopying, travel, lodging, etc.) for each of the potential five (5) years of the engagement.

### **3. Compliance with local, state or federal statutes and regulations:**

- Firms should indicate whether they comply with independence requirements as required by the U.S. Government Accountability Office's Government Auditing Standards and the Public Authorities Law, adhere to the AICPA's Code of Professional Conduct and are licensed to practice public accounting/auditing in New York State.

#### **4. Identification of Anticipated Potential Audit Problems (If any):**

- The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the GCIDA.

#### **5. Submission of Proposal:**

Firms should send the completed proposal to the following address by January 12<sup>th</sup>, 2026 at 12 p.m. (EST):

Attn: James Hannahs, Executive Director  
Greene County Economic Development Corporation  
411 Main Street, Room 419  
Catskill, NY 12414

Proposal shall be submitted in a sealed envelope marked with the name of the proposal and the words "SEALED PROPOSAL" written on the outside of the envelope. Please submit **three (3)** copies. Proposals submitted by **FAX OR E-MAIL** will not be accepted.

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

Proposals submitted under this request for proposal are subject to public disclosure under the New York State Freedom of Information Law.

The GCEDC reserves the right without prejudice to reject any or all proposals. Please be aware the successful proposal may not be based on bid amount alone but will also take experience of EDC audits into consideration.

If you have specific questions regarding this request for proposals, please contact James Hannahs at 518-719-3290 or [jhannahs@greencountyny.gov](mailto:jhannahs@greencountyny.gov).

#### **Appendices:**

Appendix A – Certificate of Non-Collusion  
Appendix B – Bidders and Vendors Acknowledgment  
Appendix C – Professional Consultant Services Contact Form  
Appendix D – Incorporation Form  
Appendix E – Certification Regarding Disbarment, Suspensions, Etc.

# APPENDIX A

## CERTIFICATE OF NON-COLLUSION

To: County of Greene

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

**RE: ATTACHED PROPOSAL**

I, \_\_\_\_\_

HEREBY CERTIFY, as follows:

1. That the attached proposal has been independently arrived without collusion with any other bidder or with any competitor or potential competitor.
2. That the proposal has not been knowingly disclosed prior to the opening of proposals to any other bidder or competitor.
3. That no attempt has been or will be made to induce any other person or firm to submit or not to submit a proposal.
4. That the statements are accurate, under penalty of perjury.
5. For Corporate Bidder: That attached hereto is a certified copy of a resolution authorizing the execution of this certificate by the undersigned of this proposal on behalf of the authorizing entity.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company or Corporation

\_\_\_\_\_  
Address of Company or Corporation

This certification is made pursuant to an amendment to the State Finance Law, the General Municipal Law and the Public Authorities Law, relating to non-collusion in public bids and proposals, which became effective September 1, 1965. (Chapter 751 of the Laws of 1965).

## **APPENDIX B**

### **BIDDERS AND VENDORS ACKNOWLEDGEMENT**

**ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18)**

By signing below, all bidders and/or vendors hereby acknowledge and agree that he/she/they/it have carefully reviewed Greene County's policy(ies) prohibiting sexual harassment and/or discriminatory harassment, as referenced above, and agree to be subject to and bound by all terms and conditions contained therein.

All bidders and vendors hereby agree to indemnify and hold harmless Greene County, inclusive of reasonable attorney fees, from any and all claims related to any violation(s) of the above referenced policies allegedly arising from the conduct of their/its principals, employees, agents, hires and/or assigns.

All bidders and vendors hereby acknowledge and agree that if he/she/they/it reasonably believe that he/she/they/it are subjected to harassment/discrimination in violation of either of the above referenced policy(ies), he/she/they/it shall be responsible for reporting the harassing and/or discriminatory conduct as outlined in said policies.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY, which I viewed, in their entirety, at [www.greenegovernment.com](http://www.greenegovernment.com) on \_\_\_\_\_, \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Bidder/Vendor

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

Dated: \_\_\_\_\_, \_\_\_\_\_, 2025

**THIS EXECUTED ACKNOWLEDGEMENT MUST BE ATTACHED TO ANY AND ALL GREENE COUNTY BID and/or PROPOSAL SUBMISSIONS**

## APPENDIX C

### **PROFESSIONAL CONSULTANT SERVICES** **CONTACT FORM**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## APPENDIX D

### INCORPORATION FORM

FIRM NAME: \_\_\_\_\_

FEDERAL EMPLOYER ID NO. OR SOCIAL SECURITY NO.: \_\_\_\_\_

DATE OF ORGANIZATION: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

STATE FILED IN: \_\_\_\_\_

TYPE OF ENTITY:

- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED LIABILITY COMPANY (LLC)
- ☐ SOLE PROPRIETOR
- ☐ DOING BUSINESS AS (DBA)

IF PUBLICLY OWNED:

LIST PRINCIPAL STOCKHOLDERS (5% OF OUTSTANDING SHARES):

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LIST OFFICERS AND DIRECTORS NAME AND TITLES:

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IF A PARTNERSHIP:

LIST PARTNERS NAME(S):

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## **APPENDIX E**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; and
  - b. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or the commission of embezzlement, theft, forgery, bribery, falsification, the destruction of records, making false statements, or receiving stolen property; and
  - c. Are not presently indicted, or otherwise criminally or civilly charged, by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. If the prospective primary participant is unable to certify to any of the statements in this certification, the participant must attach an explanation to this RFQ.

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Signature of Officer

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Title

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Name of Firm

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Date