



REQUEST FOR PROPOSAL

Audit Services

Issued on:

July 2, 2018

Requested by:

GatewayJFK
157-11 Rockaway Blvd. #207
Jamaica, NY 11434
631-741-8619

www.GatewayJFK.org

Attention: Scott Grimm-Lyon, AICP
Executive Director

scott@GatewayJFK.org

Closing Date and Time:

Digital Copy of proposal must be received by:
5:00 PM on Fri. August 10, 2018

GENERAL INFORMATION

The GreaterJFK District Management Association (GatewayJFK) is a 145-acre Business Improvement District (BID) in Southeast Queens adjacent to JFK International Airport.

We are home to 150 single family households and 600 businesses that provide logistical support to the tons of goods that flow through JFK airport and major ports of call.

A BID is a public/private partnership between property owners in a geographic district and the City of New York. BID's are largely funded by a special tax assessment on property that is collected by the NYC Dept. of Taxation and Finance, and the BID program is overseen by the NYC Dept. of Small Business Services.

GatewayJFK is a 501(c)(3) nonprofit organization whose mission is to create a space in New York where the air cargo businesses can expand, thrive and be a good neighbor.

In FY18, income was approximately \$500,000. Income and expenses are projected to remain steady into FY19. Financial statements for FY18 as well as the FY19 budget have been included in this package. In FY18 all GatewayJFK revenue came from our assessment funding, GatewayJFK currently has one full time employee.

*Proposals must be received by GatewayJFK **no later than Friday August 10, 2018***

Proposals should be sent digitally as a .pdf or Word document to:

Email: scott@gatewayjfk.org

Cc: info@gatewayjfk.org

Please contact Scott Grimm-Lyon at scott@gatewayjfk.org or (631) 741-8619 with any questions. GatewayJFK will review the proposals and make its selection based on a set of criteria, which is detailed in the RFP. The selected firm may be contingent upon approval from NYC Department of Small Business Services.

OVERVIEW

GatewayJFK, a 501(c)3 organization, is seeking proposals from audit firms to carry out the annual audit and prepare federal and state tax returns. Proposals should include the cost of a three-year contract for Audit services for FY18, FY19 and FY20.

In addition, GatewayJFK would like to contract a firm to do review of current financial practices and issue a brief that recommends a series of practices and procedures that should be adopted.

AUDIT SCOPE

We are requesting the following services:

- Complete annual audit and provide audit report and management letter
- Prepare 990 and state tax forms
- Present audit findings to the Board of Directors (the Finance Committee and/or Audit Committee)
- Provide 10 copies of the audit report
- Provide four copies of the management letter

SCHEDULE & PROCESS

Proposed Calendar

The proposed schedule for the RFP process is as follows:

7/2/18	Issuance of RFP
8/10/18	Proposals due
8/27/18	Presentations of finalists to Audit Committee
9/17/18	Selection and approval of auditing firm by the Board
10/1/18	Commencement of audit

Site Visits

We understand that your firm may want to visit the offices and examine the quality and extent of the financial information available. The CFO/Controller is available to provide you with access to all information required. Please contact Scott at scott@gatewayjfk.org to set up a convenient time.

Process

GatewayJFK will evaluate the written proposals based on the criteria outlined below. Firms will be invited to make presentations to staff. Final selection and approval will be made by the Board of Directors, based on the recommendation of the Audit Committee/Finance Committee.

Selection Criteria

Consideration will be given, but not limited to, the following criteria in evaluating the responsiveness of each proposal.

- Demonstrated understanding of the needs of GatewayJFK.
- Demonstrated ability to provide high-quality auditing services
- Relevant experience with nonprofit entities of equivalent size.
- Relevant experience working with large nonprofit endowments that include significant alternative investments
- Quality and experience of accounting staff assigned to the account
- Cost

GatewayJFK reserves the right to give special consideration to firms who can provide proof during the selection process that they are locally owned locally located, and/or that they employ residents of Southeast Queens.

GatewayJFK reserves the right to give special consideration to firms that can provide evidence of Minority and Women-owned Business Enterprise (MWBE) certification or evidence of minority and women ownership during the selection process.

GatewayJFK reserves the right to reject any or all proposals submitted if such election is deemed to be in the best interest of GatewayJFK. GatewayJFK assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the signing of a contract. GatewayJFK reserves the right of ownership for all proposals and related materials submitted.

GatewayJFK shall not be liable for any cost incurred by the respondent in the preparation of its proposal or for any work or services performed by the respondent prior to the execution and delivery of the Contract. GatewayJFK is not obligated to pay any costs, expenses, damages or losses incurred by any respondent at any time unless GatewayJFK has expressly agreed to do so in writing.

Confidentiality

All materials provided to your firm are to be kept in strict confidence and are to be deleted after the end of this RFP process if your firm is not selected.

All proposals submitted in response to this RFP shall become the property of GatewayJFK. Such proposals shall also constitute public records. Any material that is to be considered confidential should be indicated as such and should be readily separable from the balance of the proposal.

Elements of Proposal

The following outline should be followed when preparing the proposal. Please attach informational materials and resumes as requested as appendices to the document.

- Executive Summary: description of your firm, its areas of expertise, industry specializations, and average budget size of nonprofit clients.
- Description of the division within the firm that will handle the account: number of partners, number of non-partner accounting staff and support staff.
- Description of the audit process: how you will provide services to GatewayJFK.
- List of nonprofit clients.
- Commitment to and activities of the firm within the nonprofit community: workshops, newsletters, and professional memberships.
- Presentation of the proposed audit team, including bios.
- Inclusive pricing for services for first three years of the contract and budgeted increase for subsequent years.
- Confirm that all out-of-pocket expenses are included in your fee structure.

Attachments:

FY18 financial statements

FY19 budget