REQUEST FOR PROPOSALS

FINANCIAL AUDIT FOR
DUTCHESS COUNTY SOIL AND WATER CONSERVATION DISTRICT

1.0 SCOPE OF SERVICES

This Request for Proposals ("RFP") seeks Proposals from qualified Vendors (CPA firms) to provide auditing services for the Dutchess County Soil and Water Conservation District. This qualified Vendor (or Firm) must adhere to generally accepted accounting methods and principles.

2.0 TASKS AND DELIVERABLES

The Dutchess County Soil and Water Conservation District is seeking Auditing Services for a complete annual audit of financial records for January through December 2026. The District was formed in 1945 by resolution of the Board of Supervisors of Dutchess County. The District is a political subdivision of NYS and a component unit of Dutchess County government. The District receives appropriations from the County of Dutchess, grants and contracts through New York State, and generates revenue through our own earned income programs.

The successful Firm(s) shall enter into a contract(s) with the District to perform the following services, as requested:

2.1 The Firm will provide annual financial auditing services to the Soil and Water Conservation District.

2.2 A representative of the Firm shall work with the Executive Director and Bookkeeper to complete a complete audit of financial records. The Dutchess County Soil and Water Conservation District's fiscal year is concurrent with the calendar year.

2.3 Upon completion of the annual audit, the Firm will prepare a written report. The written report shall summarize the Firm's findings, as well as its underlying methodology and assumptions. The Firm will further document its approach and work product.

2.4 The Firm shall submit the aforesaid report to the Executive Director no later than May 1st, 2027.

3.0 PROPOSAL SUBMISSION

The proposal submission shall include the following:

3.1 TRANSMITTAL LETTER

A brief transmittal letter prepared on the vendor's stationary shall accompany the original and required copies of the proposal. The transmittal letter accompanying the proposals must be signed by an individual authorized to bind the selected vendor to all statements, including services and prices, contained in the proposals. The proposal shall contain two sections as follows:

3.1.1 PART I – FIRM BACKGROUND

This section shall contain sufficient information to enable the evaluators to evaluate the proposal in accordance with the mandatory requirements and the evaluation criteria listed below. It shall be prepared in a clear and concise manner and shall address all appropriate aspects of the RFP. This section shall be ordered as follows:

a. Prior Experience –Describe selected engagements involving services similar to those required that were successfully performed for other clients within the last three years, preferably with another New York State Soil and Water Conservation District.

b. Size of Firm/Personnel Resources – Include the names of the personnel who will be assigned to this Contract and their respective responsibilities. Also, include an organizational chart for ease of reference.

c. References – Identify a minimum of three (3) current client references, including the names of each organization, point of contact, email address and telephone number.

d. Audit Plan – Propose an audit plan of financial statements of the District for the annum.

3.1.2 PART II – COST PROPOSAL

Firms are requested to submit three (3) types of pricing for the audit, as follows:

a. Hourly rate

b. Lump sum

c. Hourly rate with a not to exceed amount

4.0 FEES, EXPENSES, AND INSTRUCTIONS FOR BILLING

The proposal shall include an all inclusive hourly rate, lump sum, and hourly rate with an amount not to exceed for meetings, preparation, field work and report preparation for 10 (ten) completed audits. The District will not be responsible for the awarded Firm's travel time or travel related expenses. At the end of each audit, the Firm shall submit the report to the Executive Director. Upon acceptance of the report by the Dutchess County Soil and Water Conservation District's Board of Directors, the Firm shall submit to the Executive Director a detailed invoice with supporting documentation and detail to verify the claim.

5.0 ALTERNATIVES

Firms may include in its Proposal items not specified in this RFP, which it would consider relevant to the services to be provided under the proposed contract. All such alternatives must be listed separately from the Proposal and the fees and/or costs associated therewith must be separately stated and itemized.

6.0 EVALUATION PROCESS

Proposals submitted will be evaluated by a review committee. The review committee shall review and evaluate each of the proposals using the criteria described in these specifications. Each reviewer will rank each proposal according to the criteria. The reviewers will then convene to review and discuss these evaluations.

The District reserves the right to seek clarification of information submitted in response to this RFP and/or request additional information during the evaluation process.

All selected finalists may be required to provide a presentation to the District.

7.0 EVALUATION CRITERIA

Proposals will be screened for completeness and compliance requirements as outlined in these specifications.

Every proposal submitted will be reviewed in accordance with the following criteria:

7.1 Firm's experience in providing similar services
7.2 Audit Plan
7.3 Personnel
7.4 References
7.5 Cost Proposal

8.0 AWARD

The District reserves the right to make multiple awards with regard to this RFP if it is determined to be in the best interests of the Dutchess County Soil and Water Conservation District.

The Dutchess County Soil and Water Conservation District reserves the right to accept any submittal and/or parts thereof and/or to reject any or all submittals if it is determined to be in the best interests of the District.

9.0 CONTRACT AND INSURANCE REQUIREMENTS

The successful Firm will be required to enter into a formal contract agreement with the Dutchess County Soil and Water Conservation District. Insurance certificates must be submitted and approved by the Dutchess County Soil and Water Conservation District before the contract can be fully executed.

10.0 TERM OF CONTRACT

This contract shall be for a period of one (1) year, commencing on or about January 1, 2027, the first audit will cover the period 01/01/2026 to 12/31/2026. The Dutchess County Soil and Water Conservation District reserves the right to extend the contract for two (2) additional one (1) year terms at the sole discretion of the District.

11.0 OWNERSHIP OF WORK PRODUCT

All work products including digital forms produced or created by the vendor as a result of or related to the performance of work or services under this RFP proposal will be the property of the Dutchess County Soil and Water Conservation District.

12.0 QUESTIONS

Submit questions pertaining to this RFP by email to admin@dutchessswcd.org no later than close of business Tuesday, November 17, 2026. All answers to the submitted questions will be posted as an addendum on the following website: www.nyscr.ny.gov.

PROPOSERS MUST CHECK THIS WEBSITE REGULARLY FOR ADDENDUM, WHICH MAY INCLUDE SIGNIFICANT CHANGES TO THE RFP SPECIFICATIONS.

13.0 SUBMISSION

13.1 All proposals must include:

- Documentation as outlined in Section 3.0 Proposal Submission.
- Completed and signed form CS-1 Proposal Form;
- Completed and signed form CS-2 Non-Collusion Affidavit.

13.2 Each vendor must submit one (1) original plus one (1) electronic copy (as a single pdf document). Proposal must be sent to:

Dutchess County Soil and Water Conservation District
2715 Route 44, Suite 3
Millbrook, NY 12545

PROPOSAL FORM
Bid #RFP-DCSWCD- 10-26
Audit of Financial Records for
Dutchess County Soil and Water Conservation District

The undersigned, having carefully examined the appropriate specifications, RFP-DCSWCD-10-26, does hereby agree to furnish and deliver to the Dutchess County Soil and Water Conservation District, Millbrook, New York, the items listed at the price(s) indicated:

Full Legal Name of Company Submitting Bid:_____

Street Address:_____

Mailing Address:_____

City/State/Zip: _____ State:_____ Zip:_____

Contact Name:_____

Phone Number: ( )_____

E-Mail Address:_____ Web Address:_____

Federal ID Number:_____

Name of Authorized Official Submitting Proposal:

_____

(Please Print or Type)

Signature of Authorized Official Submitting Proposal:

_____

Date: _____

NOTE: By signing and submitting this proposal for consideration by the Dutchess County Soil and Water Conservation District, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

CS-1

Non-Collusion Affidavit
Bid #RFP-DCSWCD- 10-26
Audit of Financial Records for
Dutchess County Soil and Water Conservation District

As required by Section 103-d of the New York State General Municipal Law, the bidder certifies under the penalties of perjury that:

(a) "By submission of this, 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."

Signed _____

By _____
(President)

Dated _____

Bid submitted by: Name: _____

Address: _____

_____

_____

Phone: _____

Email: _____

CS-2