

ADVERTISEMENTS FOR BIDDERS/CONTRACTORS

NOTICE TO BIDDERS

OFFICE OF GENERAL
SERVICES

Procurement Services Group
38th Fl., Corning Tower
Empire State Plaza
Albany, NY

The following advance bid opening dates have been scheduled by the Procurement Services Group. The following listing is for information purposes only. Interested companies are encouraged to register for online notification of OGS bid opportunities by contacting <http://www.ogs.state.ny.us/ovr>.

Dec. 2—Truck mounted underbridge inspection unit, 11:00 a.m.
Dec. 2—Truck mounted platform tower aerial device, 11:00 a.m.

Additional bid openings for the remainder of December will be scheduled necessarily following the date of this publication.

The right is reserved to make any additional change in dates and to schedule additional bid openings at any time without publication.

NOTICE TO BIDDERS

Monroe County
Deferred Compensation Plan Committee
Request for Proposals For
Professional Auditing Services

GENERAL INFORMATION

Background

The Deferred Compensation Plan for Employees of the County of Monroe (the Plan) is a defined contribution plan covering all the employees of the County of Monroe. The Plan is exempt from income taxes under Internal Revenue Service Section 457(b) of the Internal Revenue Code. The Plan is subject to the Rules and Regulations of the New York State Deferred Compensation Board, Part 9000.

The County of Monroe administers the Plan and pays certain administrative expenses of the Plan. Hartford Life Insurance Company (Hartford) maintains the Plan's investment contract and provides certain administrative and recordkeeping services to the Plan. Investors Bank & Trust Company is the Trustee of the Plan's assets.

The financial statements of the Plan are prepared in conformity with accounting principles generally accepted in the United States of America.

Work to be Performed

A. Scope of Services

The Monroe County Deferred Compensation Plan Committee (the "Committee") is requesting proposals from qualified certified public accounting firms to perform the audit of the Plan's financial statements, including the Statement of Net Assets Available for Benefits and the Changes in Net Assets Available for Benefits. The audit shall be conducted in accordance with generally accepted auditing standards.

The audit must be in conformity with section 9005.1 of the Rules and Regulations.

B. Length of Engagement

The contract period for this proposal will cover one year beginning with the year ending December 31, 2004 financial statements, and may be extended for up to four additional one year periods.

C. Final Report

The annual audit shall be completed and released to the Board no later than October 14 following each year-end. The final report and copies should be delivered to Steve Gleason, 39 West Main Street, Room 400, Rochester, New York 14614.

Instructions

12 copies of the documents responding to the questions and requests for information contained herein should be submitted to the County:

Steve Gleason
Director of Finance-Chief Financial Officer
Monroe County
400 County Office Building
39 West Main Street
Rochester, New York 14614

Packages Must Be Marked: Request for Professional Audit Services
– Monroe County Deferred Compensation Plan

Responses must be delivered to the above address and received no later than Friday March 4, 2005, at 3:00 P.M.

Responses should be limited to a maximum of 12 pages, inclusive of all items set forth below in "Proposal Requirements" (note: the page limit does not apply to the Cost Proposal, which is to be included in a separate sealed envelope). All pages must be numbered. Additional information provided beyond the 12-page limit will not be considered in the selection process.

Additional Information

Questions that arise during the proposal preparation process must be submitted in writing, or via email, to Steve Gleason, Chief Financial Officer no later than 1:00 P.M. on February 18, 2005 (email: sgleason@monroecounty.gov). Questions and responses will be provided in the form of an addendum to the specifications which, if issued, will be conveyed in writing and sent via fax to all firms who received this RFP no later than 5 days before the submission date. No contact will be allowed between the firm and any other member of the County with regard to this RFP during the RFP process unless specifically authorized in writing by the Chief Financial Officer or his designee. Prohibited contact may be grounds for firm disqualification.

Evaluation Process

This contract is a professional services contract and as such is not subject to New York State competitive bidding requirements. The award of this contract will be based on criteria required under Section 9003.3 of the Rules and Regulations and the Committee's consideration of other criteria including: qualifications, competence and capacity to provide service, cost to the County, and responsiveness to the RFP. The County reserves the right to reject any and all proposals if such action is deemed by the Chief Financial Officer – Director of Finance to be in the best interest of Monroe County.

Acceptance/Rejection

The County intends to select the proposer whose qualifications will be most advantageous to the County based upon the criteria set forth in the RFP. The County reserves the right to accept or to reject any or all proposals.

The issuance of this RFP constitutes only an invitation to present proposals. The County reserves the right to determine in its sole discretion, whether any aspect of the proposals satisfactorily meets the criteria established in the RFP, the right to seek additional information and/or clarification from any proposer, the right to negotiate with any proposer submitting a response, and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the County for any reason, including but not limited to the failure to occur any of those things or events set forth herein, the County shall have no liability to any proposer for any costs or expenses incurred in connection with this RFP or otherwise.

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

The County intends to provide notice to proceed to the successful proposer in May 2005.

Proposal Requirements

The following proposal requirements must be addressed within the 12-page limit as described in "Instructions":

A. Transmittal Letter

Each proposal must be accompanied by a letter of transmittal not exceeding two (2) pages which briefly states (a) the proposer's understanding of the work to be done, (b) the commitment to perform the work within the time period required, (c) a statement as to why the firm believes itself to be best qualified to perform the engagement, (d) a statement that the proposal is a firm and irrevocable offer for 90 days from receipt of proposal, and (e) a statement as to the firm's contact person for the proposal and (if different) the firm's proposed engagement manager. An officer of the firm authorized to commit the firm's resources must sign the transmittal letter.

B. Technical Proposal

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the audit of the Plan. As such, the substance of the proposal will carry more weight than their form or manner of presentation. The technical proposal should demonstrate qualifications of the firm and of the audit team members to be assigned to the engagement.

The following subjects must be presented in the technical proposal (in the order presented below):

1. Independence – The firm should provide an affirmative statement that it is independent of the Plan.
2. License to practice in New York State – The firm should provide an affirmative statement that it is and all assigned key professional staff are properly licensed to practice in New York State.
3. Firm qualifications and experience – The firm should state the size of the firm, the location and size of the primary office from which the work on this engagement is to be performed and the number and background of the professional staff to be assigned to this engagement.
4. Partner and Manager qualifications and experience – The firm should identify the Partner and Manager assigned to this engagement. They should also include all relevant experience of these individuals along with two references for each of these individuals.
5. Specific audit approach – The firm should include a description of its audit methodology, an audit work plan, extent of Computer Assisted Auditing Techniques, and identification of anticipated audit issues.

C. Cost Proposal

The Cost Proposal must be included in a separate sealed envelope. The Cost Proposal must include a certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal and authorized to sign a contract with the Committee.

The cost proposal should address the following matters:

1. Maximum yearly price – A schedule of anticipated hours and rates by level of personnel assigned to the engagement that quantifies the maximum price by year.
2. Out-of-pocket expenses – A schedule of, if any, out-of-pocket expenses to be charged to the engagement.

It is expected that all items the firm expects to bill for will be included in the cost proposal. Any items not itemized that are needed to perform this work will be assumed to be part of the rate.

The proposer should note that progress payments will be made on the basis of hours worked during the course of the engagement and out-of-pocket expenses incurred.