



**REQUEST FOR PROPOSAL**  
**Annual Village-Wide Audit Services, excluding the Electric Fund**

PLEASE TAKE NOTICE that the Village of Greenport will be accepting proposals from qualified firms of certified public accountants for **Annual Village-Wide Audit Services, excluding the Electric Fund.**

The Village of Greenport will accept sealed proposals only at the Office of the Village Clerk, Greenport Village Hall, 236 Third Street, Greenport, New York 11944, during the regular business hours of 8:30 a.m. through 4:30 p.m. from **Thursday, May 14, 2026**, through 10:30 a.m. on **Thursday, June 11, 2026** at which time all timely received sealed proposals will be opened.

Copies of the Request for Proposal documents may be obtained on or after **Thursday, May 14, 2026** on the official Village of Greenport website [www.villageofgreenport.gov](http://www.villageofgreenport.gov)

Proposals must be filed in accordance with the specifications of the Village of Greenport and Municipal Law Section 103. Proposals should indicate on the outside of the sealed envelope:

**Annual Village-Wide Audit Services, excluding the Electric Fund**

Proposals must be either hand-delivered to the Village Hall as indicated or sent by overnight mail to be received no later than 10:30 a.m. on **Thursday, June 11, 2026.**

The Village of Greenport reserves the right to reject any/all proposals or to waive any irregularity in a proposal and further reserves the right to accept the lowest responding proposal that is deemed to be in the best interest of the Village of Greenport.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital / financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with the same requirement and evidence of that compliance to the Village of Greenport by providing an affidavit to that effect. The Village of Greenport encourages proposals for public contracts, and public contracts with the Village of Greenport and subcontracts of those contracts by minority and women-owned contractors and entities, and the Village of Greenport will solicit proposals and contracts from such entities with respect to the public work noticed herein.

**NO BID WILL BE ACCEPTED AFTER THE DATE AND/OR TIME SPECIFIED.BY  
ORDER OF THE VILLAGE OF GREENPORT BOARD OF TRUSTEES**

Candace Hall, Village Clerk

# **SPECIFICATIONS**

## **1. INTRODUCTION**

### **1.1 General Information**

The Incorporated Village of Greenport, New York (Village) is requesting proposals from qualified firms of certified public accountants to audit its annual financial statements for the fiscal year ending May 31, 2026, with the option to extend these audit services annually for an additional three (3) years, upon mutual agreement each year.

In addition, the Village is also requesting, should the need arise, that any applicable required Single Audits be performed during this period. Currently, the Village prepares Single Audits for its Section 8 Housing Choice Vouchers program, administered by the U.S. Department of Housing and Urban Development. The Village anticipates that Single Audits of this program will continue into future years.

Please note that there is no expressed or implied obligation for the Village to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, the sealed proposal must be received by **Candace Hall, Village Clerk, Incorporated Village of Greenport, 236 Third Street, Greenport, New York 11944** by 10:30 a.m. on **Thursday, June 11, 2026**. The Village reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Village Board, Village Attorney, Village Clerk, and Village Treasurer. Late proposals will not be accepted.

During the evaluation process, the Village reserves the right, where it may serve the Village's best interest, to request additional information or clarifications from the proposers, or to allow corrections of errors or omissions. At the discretion of the Village, firms submitting proposals may be requested to make presentations as part of the evaluation process.

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

## **1.2 Term of Engagement**

The audit contract term will cover the Village's fiscal year ending May 31, 2026, with the option to extend the services annually for an additional three (3), upon mutual agreement each year.

## **2. NATURE OF SERVICES REQUIRED**

### **2.1 Scope of Work to be Performed**

The Village desires the auditor to audit all Village General and Enterprise Funds with the exception of the Electric Fund, express an opinion on the fair presentation of its financial statements, which include its governmental activities, business-type activities, including two (2) utility funds, each major fund, and the aggregate remaining fund information in accordance with accounting principles generally accepted in the United States of America, and the related notes to the financial statements. The Village presents its annual financial statements in accordance with GASB #34.

The auditor shall also be responsible for performing certain procedures involving required supplementary information required by the Government Accounting Standards Board, as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an "in-relation-to" report on the schedule based on the auditing procedures applied during the audit of the financial statements.

The Village also requests that the auditor assist in the preparation of the financial statements, the schedule of expenditures of federal awards, and the schedule of expenditures as may be required by assistance from any NYS Agencies, such as the NYS Department of Transportation.

The Village also requests that the auditor update and prepare the annual Fixed Asset Summaries and Schedule Report.

### **2.2 Auditing Standards to be Followed**

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards set forth by the American Institute of Certified Public Accountants, the standards set forth for financial audits in the General Accounting Officer's (GAO) Government Auditing Standards (1994), the provisions of the Federal Single Audit Act of 1984, the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments, Nonprofit Organizations, if applicable.

### **2.3 Reports to be Issued**

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue financial statements and single audit report (if applicable) as follows:

1. The report on the fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. A report on compliance and on internal controls over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. A report on compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB Circular A-133, if applicable.
4. A report required by the New York State Department of Transportation on compliance with requirements applicable to State Transportation assistance expended and on internal control over compliance, if applicable.
5. In addition, the auditors shall assure that the Village is informed of each of the following, as applicable:
  - a. The auditor's responsibility under generally accepted auditing standards.
  - b. Significant accounting policies.
  - c. Management judgments and accounting estimates.
  - d. Significant audit adjustments.
  - e. Other information in documents containing audited financial statements.
  - f. Disagreements with management.
  - g. Management consultation with other accountants.
  - h. Major issues discussed with management.
  - i. Difficulties encountered in performing the audit.

### **2.4 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 four (4) years, unless the firm is notified in writing by the Village of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- The Village Mayor, Village Trustees, Village Attorney, Village Clerk, and Village Treasurer;
- U.S. General Accounting Office (GAO);
- Parties designated by the federal or state governments or by the Village as part of an audit quality review process;
- Auditors of entities of which the Village is a subrecipient of grant funds; and
- Other parties as deemed appropriate or necessary by the Village Mayor, Village Board, Village Attorney, and/or Village Treasurer.

### **3. DESCRIPTION OF THE GOVERNMENT**

#### **3.1 Name of Contact Persons**

The auditor's principal contact with the Village during the audit process will be Adam Brautigam, Village Treasurer, or a designated representative who will coordinate the assistance to be provided by the Village to the auditor.

#### **3.2 Background Information**

The Incorporated Village of Greenport is governed by Village Law and other general laws of the State of New York. The legislative body is the Village Board, which consists of a Mayor and four (4) Trustees. The Village Administrator has general oversight of all Village departments. The Village Treasurer, as Chief Fiscal Officer, is responsible for receiving, disbursing, and keeping custody of all Village monies. The Village Clerk, as Chief Recording Officer, is the custodian of all Village papers and records.

The Village provides the following principal services: general government support, water, recreation, sewer, electric, public safety, health, transportation, economic assistance and opportunity, culture, and home and community services.

The Village's financial accounting systems for the general ledger, accounts payable, payroll, cash collections, utility billing, budgeting, tax liens, check reconciliation, and human resources are the software programs KVS and Power Manager.

More detailed information can be found in the Village of Greenport budget and audited annual financial reports. The most recently audited reports are available on the official Village website: [www.villageofgreenport.gov](http://www.villageofgreenport.gov). Reports for other years are available by written request to Village Clerk Candace Hall at: [chall@villageofgreenport.gov](mailto:chall@villageofgreenport.gov).

### **4. TIME REQUIREMENTS**

#### **4.1 Proposal Calendar**

The following is a list of key dates, up to and including the date proposals are due to be submitted:

- Request for proposals will be published Thursday, May 14, 2026
- Due date for proposals Thursday, June 11, 2026

#### **4.2 Notification and Contract Dates**

- Selected firm notified: **Expected date of July 2026**

## **Single Audit**

- Start Date: **On or about July 15 each year**
- As required by the NYS Comptroller's Office, the Village is required to file an AUD no later than September 30 of each year. The audit shall be completed in time to meet the AUD filing requirement.

### **4.3 Audit Commencement and Schedule**

After March 31 of each year during the term of the agreement for services, the designated Board representatives, Village Clerk, and Village Treasurer will be available to meet with the auditor to discuss the specifics of the audits. It is expected that the audit of the Village's Funds, exclusive of the Electric Fund, as well as the Single Audit, will commence in early September each year, to allow for the preparation and submission of the NYS AUD by September 30 each year.

It is requested that the Village's draft financial statements, Single Audit Reports, and Fixed Asset Summaries be delivered to the Board of Trustees no later than October 31 of each year. It is requested that the Village's Single Audit be submitted no later than December 31 of each year. Subsequent to the issuance of the financial statements and related reports, it is expected that the audit will be presented to the Village Board at a public meeting, at a date to be determined by the Board.

### **5.1 Treasurer's Office and Clerical Assistance**

The Treasurer's Office staff and other responsible personnel will be available during the audit to assist the auditor by providing information, documentation, and clarifications. The preparation of confirmations will be the shared responsibility of the Village and the auditor.

### **5.2 Work Area**

The Village will provide a work area to the auditor and staff with accessible telephone, photocopying machines, scanners, and internet access.

### **5.3 Report Preparation**

The report preparation, editing, and printing shall be the responsibility of the auditor.

## 6. PROPOSAL

### 6.1 General Information

The purpose of the proposal is to demonstrate the qualifications, competency, and capacity of the firms seeking to undertake the independent audit of the Village of Greenport in conformity with the requirements of this request. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

6.1.1 Inquiries: Inquiries concerning the request for proposals and subject of the Request for Proposal must be made to:

Candace Hall, Village Clerk  
236 Third Street  
Greenport, NY  
631-477-0248, Ext 214  
chall@villageofgreenport.gov

**6.1.2 Submission of Proposals:** The following material is required to be received by 10:30 a.m. on **Thursday June 11, 2026** for a proposing firm to be considered:

Proposal must include the following:

- **Title Page** – Title page showing the request for proposals subject; the firm's name, contact person, address, telephone number, and date of the proposal.
- **Table of Contents** – A table identifying the sections of the proposal.
- **Transmittal Letter** – A signed letter of transmittal briefly stating the proposer's understanding of the work to be completed, the commitment to perform within the time period, a statement of qualification to perform the engagement, and a statement that the proposal is a firm and irrevocable offer.

Completed hard copy proposals must be sent to:

**Candace Hall, Village Clerk**  
Village of Greenport  
236 Third Street  
Greenport, NY 11944

### 6.2 Proposal Requirements

The proposal should demonstrate the qualifications of the firm and/or of the particular staff to be assigned to the engagement. It should also specify an audit approach that will meet the request for proposal requirements.

**6.2.1 General Information:** The proposal should address all the points outlined in this request. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, sections 6.2.2 through 6.2.7, must be included as they represent the criteria against which the proposal will be evaluated.

**6.2.2 Independence:** The auditor should provide an affirmative statement of independence to the Village of Greenport, as defined by generally accepted auditing standards, U.S. General Accounting Office's Government Auditing Standards (1994).

**6.2.3 License to Practice in NYS:** An affirmative statement should include that the auditor and all assigned key professional staff are properly licensed to practice in New York State.

**6.2.4 Firm Qualifications and Experience:** The proposer should state the size of the firm, the size of the firm's governmental audit staff, and the number and experience of full-time and part-time staff to be assigned on this engagement.

The firm is also required to submit a copy of the report on its most recent external quality control review with a statement whether that review included government engagements.

The firm shall also provide information on the results of any federal or state desk or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary actions taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

**6.2.5 Partner, Supervisory, and Staff Qualifications and Experience:** Identify the principal supervisory staff, including engagement partners, managers, and/or other specialists who would be assigned to this engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in New York State. Provide information on the government auditing and municipal electric utility auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

**6.2.6 Similar Engagements with Other Government Entities:** For the firm's office and/or personnel that will be assigned responsibility for the audit, list eight (8) of the most significant engagements performed in the last three (3) years that are similar to the services requested in this proposal. These engagements should include the name and telephone number of the principal client contact.

**6.2.7 Specific Audit Approach:** The proposer should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in section 2 of this Request for Proposal. In developing the work plan,

**6.2.8 Work Notes and Papers:** The proposer recognizes that the Village will receive a copy of related work notes and papers to document audit findings as part of the final audit presentation.

**6.2.9 Long-Term Commitment:** The proposer agrees to provide up to three (3) years of support with a timely response (of not more than 14 calendar days) if questions arise from the NYS Comptroller’s Office, the New York Power Authority, Bond or Fiscal Counsel to the Village, Grant or Capital Project Funding Agencies, or any other Regulatory or Internal Auditors of the Village.

### 6.3 Price Proposal

**6.3.1 Total All-Inclusive Maximum Price:** The price proposal should contain all pricing relative to performing the audit engagements as described in this Request for Proposal. The total all-inclusive maximum price to be bid for each engagement is to contain all direct and indirect costs, including all out-of-pocket expenses, broken down by project request, for each year, as follows:

**Financial Audit of:**

Electric Fund ..... \$XXXX

All Village Funds (except Electric Fund) ..... \$XXXX

**Single Audit** ..... \$XXXX

**Preparation Assistance:**

NYPA Annual Report ..... \$XXXX

NYS OSC Annual Update Document ..... \$XXXX

Fixed Asset Summaries Report ..... \$XXXX

**Out-of-pocket expenses** ..... \$XXXX

**Total proposal cost** ..... \$XXXX

**6.3.2 Rates by Partner, Specialist, Supervisory, and Staff Levels:** The price proposal should include a schedule of professional rates/fees by professional.

## **7. EVALUATION PROCEDURES**

### **7.1 Evaluation Criteria**

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for technical qualifications and price. The following represents the principal selection criteria which will be considered during the evaluation process:

#### **7.1.1 Mandatory Elements**

- The audit firm is independent and licensed to practice in New York State.
- The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Greenport.
- The firm, whole or via assigned project members, has proven experience in auditing Villages of NYS that maintain General, Water, Sewer, Capital, Community Development, and Trust & Agency Funds.
- The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.
- The firm submits a copy of its last external quality control review report, and the firm has a record of quality audit work.

#### **7.1.2 Technical Qualifications**

- Expertise and Experience
  - The firm's past experience and performance on comparable government engagements.
  - The firm's past experience and performance of audits of municipal electric utilities which are regulated by the New York Power Authority.
  - The firm's commitment to the government sector, including professional memberships, development of government practices, and commitment to staff development in government accounting and auditing.
  - Single and program audit experience.
  - Other specific experience and projects completed to assist comparable governments to enhance operations and internal controls, and address
- Audit Approach
  - Adequacy of proposed staffing plan for various segments of the engagement.
  - Adequacy of sampling techniques.
  - Adequacy of analytical procedures.
  - Adequacy of audit plan for electronic data processing function.
  - Use of computer-aided audit techniques.

**7.1.3 Price:** The cost will not be the primary factor in the selection of an audit firm. Best value, based on quality, experience, and cost will be the primary considerations in this RFP.

## **7.2 Oral Presentations**

During the evaluation process, the Village of Greenport may, at its discretion, request that any one or all firms make presentations. Such presentations will provide firms with an opportunity to answer any questions the Village may have regarding a firm's proposal.

## **7.3 Final Selection**

The Village Board will select a firm based upon the recommendation of the designated members of the Village Board, Village Administrator, Village Clerk, and Village Treasurer.

## **7.4 Right to Reject Proposals**

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

The Village of Greenport reserves the right without prejudice to reject any or all proposals.