

Capital District Youth Center, Inc.
REQUEST FOR PROPOSALS
Audit Services

The Capital District Youth Center Inc. is seeking proposals for auditing services for a three year period beginning with the 2011 fiscal/calendar year ending December 31, 2011.

The Capital District Youth Center, Inc. (CDYCI) was formed in 1997 as a Type C corporation under the Not-for-Profit Corporation Law, more particularly as defined in Section 102, Subparagraph (a)(5) and Section 201 of the New York State Not-for-Profit Corporation Law. The corporation was created pursuant to Article 5G of the New York General Municipal Law via a Municipal Cooperation Agreement dated February 1, 1997, by and among the Counties of Albany, Rensselaer, Saratoga, and Schenectady, to finance, acquire, construct, and equip a secure juvenile detention center for youth, and to share the expenses of operating the facility. The Capital District Regional Planning Commission is responsible for the administration and operation of the facility. The Executive Director of the Commission also serves as the Chief Administrator of the detention facility. CDYCI's 2011 Budget was a little over \$2.5 million. The primary source of revenue is the per diem rate charge to user counties. For 2011, the basic per diem rate was \$490.62, with a \$10 per bed day surcharge for counties which have not contracted to use a set number of bed days. The primary expense, a little over \$2 million, is associated with the operation of the facility, a service provided by Berkshire Farm Center & Services for Youth via a contract with CDYCI.

The audit shall be conducted in accordance with generally accepted government auditing standards and shall include such tests of the accounting records and such other auditing procedures as are considered necessary under the circumstances. The audit shall be made for the purpose of rendering an opinion on the fairness of presentation of the financial statements in conformity with generally accepted accounting principles.

Scope of Services:

Audit CDYCI's general purpose financial statements in accordance with U.S. Accounting Standards and Government Auditing Standards.

Financial Statements shall be prepared including:

- Balance sheets
- Related statements of revenue, expenditure, and fund equity
- Changes in Fund Balance
- Revenue and expenditure – budgeted and actual

Present the audit findings to the CDYCI Board at one of its Board meetings during 2012, but no later than at the July meeting.

It is understood that CDYCI will provide the basic information required for the audit and that CDYCI is responsible for the accuracy and completeness of that information. The selected firm shall meet with CDRPC staff prior to the audit to discuss the scope, tasks, process, and timeline. Staff shall be available as a resource during the entire audit process.

The fee for services should include reproduction costs for 25 bound copies of the report.

Proposal Submittal:

Two copies of the proposal must be postmarked on or before February 17, 2012. Proposals should be addressed to:

Rocco A. Ferraro, AICP
Chief Administrator
Capital District Youth Center, Inc
One Park Place, Suite 102
Albany, NY 12205

Proposals may also be submitted electronically by midnight February 17, 2012 in the form of PDF files to Rocky@cdrpc.org.

The receipt of all proposals, whether mailed or e-mailed, will be acknowledged.

The RFP does not commit CDYCI to award a contract or pay the costs incurred in the preparation of any proposal. CDYCI reserves the right to accept, amend, or reject any or all proposals received, or to cancel this RFP.

Any questions about this RFP should be directed to:

Donna Reinhart
Office Manager
518-453-0850

Proposal Requirements:

Firm Qualifications & Experience
Qualifications of the engagement team
An outline of the audit objectives and approach
A representative listing of nonprofit/government clients
An outline of professional fees for each of the three years

Evaluation Criteria:

Proposals will be evaluated based on qualifications, references, and fee.