



# **Tweed-New Haven Airport Authority**

## **REQUEST FOR PROPOSALS FOR AUDITING SERVICES**

July 29, 2022

The Tweed-New Haven Airport Authority (the “Authority”) a public instrumentality and political subdivision of the State created by Sec. 15-120g-o of the Connecticut General Statutes, as amended, seeks proposals for audit services from qualified firms. The first year covered by this RFP will be the fiscal year ending June 30, 2023.

All firms must prepare and submit their proposals in the manner set forth herein.

### **I. SCOPE OF SERVICES**

Under the direction of the Chairman of the Authority, provide audit services to the Authority in the following areas:

- a. Audit the General Fund, Capital Reserve Fund, and Passenger Facility Charge Fund of the Authority once a year. Audit the Authority’s financial statements, including balance sheet, statement of revenues, expenses and changes in net position, notes to the financial statements, and supplemental information and provide the Independent Auditor’s Report.
- b. Audit the Passenger Facility Charge (PFC) program of the Authority as per the Passenger Facility Charge Audit Guide for Public Agencies – Revised September 2000
- c. Prepare both Federal and State Single Audit (as applicable) including supplementary schedule of federal awards, and related reporting requirements related to major federal and state programs as outlined in OMB Circular A-133.
- d. Provide guidance in implementing new accounting pronouncements affecting the Authority’s financial statements.
- e. Conduct all audits in accordance with GAAP and GAGAS, and in accordance with state and federal audit requirements.
- f. Conduct any special audits of Airport finances, or agreed upon procedures that may be required from time to time by municipal, state or Federal authorities.



## **II. EVALUATION CRITERIA**

Firms will be evaluated on the basis of their written responses to this RFP, additional written information requested by the Authority, and oral interviews, if any, against the following criteria:

- Experience of the firm working with airports and other public agencies
- Qualifications of personnel and references
- Organization and approach
- Fees
- Licensed to practice in the State of Connecticut
- Adherence to the instructions in this RFP
- Conflicts or potential conflicts

## **III. GENERAL INFORMATION TO BE PROVIDED**

All firms must address the following issues and questions in their proposal.

- a. Provide a brief description of your firm. Please indicate the total number of accountants and the number of accountants available to the Authority.
- b. Provide a brief description of the background of individuals who would be assigned to work with the Authority including experience with airports and airport funding programs such as PFCs and AIP funds, and State/Federal Single Audits.
- c. Provide the hourly rates of individuals identified above. If your firm has discounted rates for public agencies such as the Authority, or has structured rate schedules, those rates should be identified. In the event that a firm proposes a lump sum fee for the audits listed in Section I, Scope of Services, a separate fee shall be identified for items I(a), I(b) and I(c).
- d. Provide the rates at which ancillary services would be billed, if any, including any other out-of-pocket expenses such as travel costs.
- e. Disclose any material assignments, relationships or other employment that your firm or any employee of your firm has with any recognized airport or government entity with responsibility for an airport, or other person or entity that may create a conflict of interest or the appearance of a conflict of interest in serving the Authority. Describe any measures that would be taken to identify, disclose and resolve any possible conflicts of interest.
- f. Discuss any pending investigation or investigation during the past three (3) years by the State of Connecticut, the U.S. Internal Revenue Service or any other



regulatory body or court (local, state or federal) regarding the conduct of your firm, the firm's management or any individuals assigned to work with the Authority which might affect your ability to deliver the services described in this RFP.

- g. Please provide as references a minimum of three (3) clients for whom your firm has performed similar audit services. For each reference, please provide a contact person and his or her telephone number and email address.

#### **IV. SUBMISSION OF PROPOSALS**

The following requirements must be observed in preparing and submitting a proposal:

- a. All inquiries or requests for clarification should be in writing and directed to Jeremy Nielson, Airport Manager. Firms submitting a proposal may not contact members of the Authority Board of Directors about this RFP.
- b. The Authority shall not be liable for any pre-contract costs incurred by firms participating in the selection process.
- c. The entire proposal must not exceed 15 single-sided pages.
- d. Responses must include a cover letter signed by an individual authorized to enter into a contract with the Authority acknowledging that the firm agrees to be bound by all terms and conditions of the RFP and affirming that all information contained in the Proposal is true and accurately portrays the services to be provided.
- e. **Complete proposals shall be emailed to [administration@flytweed.com](mailto:administration@flytweed.com) no later than 5:00pm, August 22, 2022.** Proposals may be addressed to Jeremy Nielson, Airport Manager.
- f. Proposals received after said time will not be considered.

#### **V. REVIEW OF PROPOSALS**

The Authority reserves the right to:

- a. Reject any and all proposals or waive any irregularities or informalities in proposals received.
- b. Negotiate the fees and charges contained in any proposal. The Authority is not obligated to accept a proposal based upon the lowest fee schedule.



- c. Award contracts for audit services in any manner necessary to serve the best interest of the Authority.
- d. Request additional information as determined to be necessary, or request some or all firms to make oral presentations.

## **VI. TERMS OF AGREEMENT WITH THE AUTHORITY**

- a. The Authority will assign work to the approved firm on a schedule determined to be necessary and appropriate by the Chairman.
- b. This Agreement shall be governed by Connecticut law. The selected firm agrees that it will comply with provisions of the Connecticut General Statutes, as amended, including Sec. 15-120i-o establishing the Authority, and with the Code of Ordinances of the City of New Haven, as they may be applicable to agreements with the Authority.
- c. The RFP and the selected proposal, along with negotiated and agreed Term and Conditions shall constitute the agreement for audit services (the "Agreement"). The selected firm agrees to be bound by the terms and conditions of the Agreement. All representations, warranties and commitments in the Proposal and approved modifications thereto are contractual obligations.
- d. Failure to perform to the satisfaction of the Authority shall be cause for termination.
- e. The term of the Agreement shall be for a period of one (1) year from the date of the Authority's acceptance of the firm's Proposal. Notwithstanding the Authority's right to terminate for cause, the Term will automatically be renewed for two (2) successive one year Terms ("Renewal Terms"), unless terminated by the Authority or by the audit firm, by providing the other party with written notice of such termination not less than sixty (60) days prior to the last day of the Term or any Renewal Term.
- f. The Authority shall pay undisputed fees and charges within forty-five (45) days after documentation in proper form is received. Each bill submitted to the Authority for services performed shall contain at least the following information:
  - i. The file name and file number to be charged;
  - ii. Names of all persons performing services for which payment is sought;
  - iii. A description of the services performed by each person;
  - iv. The time spent by each person; and
  - v. Separate listing of any out-of-pocket expenses including copies of invoices.



- g. The selected audit firm shall secure and maintain, at no cost to the Authority, a professional liability policy in a form acceptable to the Authority.

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