



Request for Proposals

Professional Tax Services

for the Greater Pittston Economic Development Corporation

Proposal Submission Due Date:
Wednesday, December 18th, 2024 by 1:30PM

To:
Redevelopment Authority of Pittston
35 Broad St.
Suite 202 ATTN: AUDIT SERVICES RESPONSE
Pittston, PA 18640

Invitation & Background

- The Redevelopment Authority of the City of Pittston (RDA) invites proposals from qualified independent Certified Public Accounting (CPA) firms to complete tax services for The Greater Pittston Economic Development Corporation (GPEDC), a 5013c. The GPEDC has a fiscal year which ends December 31. The contract will be inclusive of years: 2024, 2025, 2026. There is an option for renewal for an additional 2-year period, at the option of the RDA.
- The GPEDC has undertaken development projects in the past two years, renovating a single-family home and selling it in 2024 and being a co-purchaser for a commercial property in the Downtown District of Pittston in 2024
- The GPEDC has also authorized a loan to the Pittston Redevelopment Authority for commercial development projects in 2024
- Previous 2 990 filings are available upon request

Information on The Greater Pittston Economic Development Corporation

- The GPEDC was established in 2018 for the purpose of implementing economic development and redevelopment initiatives in the City of Pittston and Greater Pittston area. GPEDC is an established 5013c

Services Requested

GREATER PITTSTON ECONOMIC DEVELOPMENT CORPORATION

1. Prepare all local, state and federal tax returns in accordance with IRS guidelines for 2024, 2025, 2026
2. Tax returns must be completed and filed within 75 days of the tax year end.
3. Copies of all filed documents must be provided to GPEDC within 14 days of filing.
4. The firm must address any questions from local, state and federal taxing bodies as they arise from the filing.

Submissions of Proposals & Mailing Requirements

1. All proposals must be received by **1:30pm Wednesday December 18th, 2024** at the Redevelopment Authority of the City of Pittston
2. Three physical copies of the proposal are required to be submitted for review in one envelope
3. Proposals must be in a sealed envelope addressed as follows:

Redevelopment Authority of the City of Pittston Office
35 Broad St. Suite 202 ATTN: TAX SERVICE RESPONSE
Pittston, PA 18640.

Proposal Contents

Firms must provide the following in proposals:

1. Title Page
 - a. The title page should include the title "Request for Proposals Greater Pittston Economic Development Corporation". The firm's name, address, telephone number, name of contact person, email address, fax number and a date should also be included on the title page.
2. Letter of Transmittal

- a. The letter of transmittal should concisely state the Firm's understanding of the work to be performed. The names of those authorized to make representations on behalf of the Firm, their titles, addresses and phone numbers must be included.
3. Table of Contents
 - a. The table of contents should include a clear identification of the material presented according to section and page number.
4. Profile of Firm/Qualifications of key personnel
 - a. Include any information about the history, experience and staff of the firm.
 - b. Provide a list of at least 2 references including phone number and project name.
5. Scope of Engagement
 - a. Clearly describe the scope for each entity as outlined above in the Services Requested section.
6. Proposed Fees

Each individual entity must be separately quoted and include the following:

 - a. Fee per category
 - b. Hourly rates for each staff classification
 - c. Estimated out-of-pocket costs that may occur / miscellaneous financial services
 - d. Total all-inclusive maximum price
 - e. Manner of payment
7. Insurance
 - a. The proposal is to contain a statement certifying that the firm has accountant's professional liability indemnity insurance in the amount of at least \$1,000,000.

Evaluation Criteria

Evaluation of written proposals will be considered as follows:

Addressed Scope of Services	25%
Fees	35%
Related experience with government and nonprofit agencies	40%

Contact Information

Refer all questions to:
 Therese Roughsedge
 Grant Specialist
 Redevelopment Authority of the City of Pittston
 570-654-4601 EXT 5238
Troughsedge@pittstonrda.com