



## Request for Proposals

### Professional Audit Services

for the Redevelopment Authority of the City of Pittston  
and North East Pennsylvania Land Bank

Proposal Submission Due Date:  
Wednesday, December 18<sup>th</sup>, 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) and North East Land Bank (LB) invites proposals from qualified independent Certified Public Accounting (CPA) firms to perform annual independent audits for the Redevelopment Authority and North East Pennsylvania Land Bank. Both entities have a fiscal year that ends December 31. The contract would be inclusive of fiscal years: 2024, 2025, 2026

Information on entities:

- The City of Pittston Redevelopment Authority focuses on projects to revitalize commercial and residential properties to spur investment in the city, create jobs, and attract and retain residents. Projects are financed by City appropriations, federal and state grants and public-private partnerships. The Redevelopment Authority is established pursuant to Section 18-1 of the Pittston City Code and is governed by a 5-member board appointed by the City Council, with support for daily operations provided by an executive director and staff.
- The mission of the North East Pennsylvania Land Bank Authority, a public agency, is to return vacant and/or blighted properties to productive status using a unified, predictable and transparent process, thereby revitalizing neighborhoods and strengthening the tax bases. The North East Pennsylvania Land Bank Authority works with residents, community groups, nonprofits and for-profit groups and has been operating for almost a decade. It is the first multi-municipal Land Bank Authority in the Commonwealth of Pennsylvania.

There is an option for renewal for an additional 2-year period, at the option of the RDA. Proposals may be combined into one package; however, the cost for each individual entity must be separately quoted. The contracts will be awarded separately for each entity, but an auditor may be awarded more than one contract.

## Services Requested

### **Redevelopment Authority (RDA)**

**ANNUAL BUDGET APPROXIMATELY \$1,000,000 (depending on grants funded)**

The audit will require the following:

1. Financial and compliance audit for 2024, 2025, 2026 the purpose of expressing an opinion to the RDA Board with respect to the financial statements and all notes is required. The final audit reports are to be delivered to the RDA within 45 days of completion of audit fieldwork. Written extensions may be requested by the Firm. The RDA Executive Director has the right to approve or deny any such request.
  - a. Single audits are often required when federal grant funds spent are over \$750,000 in a fiscal year, it is likely required that single audits will need to occur in 2024 and 2025 as a several projects were funded through federal grants in these years
  - b. The Land Bank uses QuickBooks Online for bookkeeping purposes and has a full-time bookkeeper
  - c. the Redevelopment Authority maintains several bank accounts to separate grants that require separate accounting, certain accounts are loaned to cover costs and reimbursed throughout the year as rents are paid or funding is secured
  - d. Previous two years of audits available upon request.
2. The audit examination shall be conducted in accordance with generally accepted governmental auditing standards and include such tests and other auditing procedures that the auditor deems

necessary under the circumstances.

3. The audit shall include a financial and compliance audit of federal, state and other awards of financial assistance received by the RDA. The audit shall include an analysis of accounts as requested.
4. The audit should adhere to a project schedule as follows with dates agreed upon by the RDA:
  - Introductory work via entrance conference
  - Detailed audit plan submitted to the Executive Director
  - Fieldwork
  - Working drafts
    - Prepared drafts with any significant findings shall be completed and submitted
  - Draft comments
    - The executive director and respective boards shall provide auditors with comments on drafts
  - Final Report
  - Presentation from auditors on final audit analysis and report to respective boards
5. The audit shall include an evaluation of internal controls to assess the extent that controls can be relied upon to ensure accurate information and compliance with laws, contracts and regulations.
6. The audit firm shall retain work papers and reports for a minimum of seven years from the conclusion of the audit engagement or longer if requested by the RDA Board.
7. The audit firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing significance.
8. The audit firm shall conduct entrance and exit conferences with the RDA staff to discuss audit approach and any subsequent findings and recommendations. A draft of the management letter should be provided to the RDA Executive Director prior to the issuance of a final letter.
9. At the conclusion of the audit and after submission of the final audit opinion, a representative of the audit firm shall appear before the RDA Board to present the audited financial statements and audit report.

**NORTH EAST PENNSYLVANIA LAND BANK (LB)**

**ANNUAL BUDGET APPROXIMATELY \$50,000 (OR MORE DEPENDING ON GRANT FUNDS)**

1. Financial and compliance audit for fiscal years 2024, 2025, 2026 with the purpose of expressing an opinion to the LB Board with respect to the financial statements and all notes is required. The final audit reports are to be delivered to the LB within 45 days of completion of audit fieldwork. Written extensions may be requested by the firm. The LB Executive Director has the right to approve or deny any such request.
  - a. Single audits are often required when federal grant funds spent are over \$750,000 in a fiscal year, it is likely required that single audits will need to occur in 2024 and 2025 as a several projects were funded through federal grants in these years
  - b. The Land Bank uses QuickBooks Online for bookkeeping purposes and has a full-time bookkeeper
  - c. Previous two years of audits available upon request.
2. The audit examination shall be conducted in accordance with generally accepted governmental auditing standards and include such tests and other auditing procedures that the auditor deems necessary under the circumstances.

3. The audit shall include a financial and compliance audit of federal, state and other awards of financial assistance received by the LB. The audit shall include an analysis of accounts as requested.
4. The audit should adhere to a schedule for work as follows:
  - Introductory work, data collection, and entrance conference
  - Detailed audit plan submitted to the Executive Director
  - Fieldwork
  - Working drafts
    - Prepared drafts with any significant findings shall be completed and submitted
  - Draft comments
    - The executive director and respective boards shall provide auditors with comments on drafts
  - Final Report
  - Presentation from auditors on final audit analysis and report to respective boards
5. The audit shall include an evaluation of internal controls to assess the extent that controls can be relied upon to ensure accurate information and compliance with laws, contracts and regulations.
6. The audit firm shall retain work papers and reports for a minimum of seven years from the conclusion of the audit engagement or longer if requested by the LB Board.
7. The audit firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review work papers relating to matters of continuing significance.
8. The audit firm shall conduct entrance and exit conferences with the LB staff to discuss audit approach and any subsequent findings and recommendations. A draft of the management letter should be provided to the LB Executive Director prior to the issuance of a final letter.
9. Auditor will be asked to work with City Auditor as the Redevelopment Authority operates as an arm of the City, the Redevelopment Authority Audit will need to be prepared in advance of the City's audit each year and finalized by August 30<sup>th</sup>.
10. The Redevelopment Authority administers several grants on behalf of other organizations and as such there are several pass-through transactions each year.
11. The Redevelopment Authority uses QuickBooks Online for bookkeeping purposes and has a full-time bookkeeper
12. At the conclusion of the audit and after submission of the final audit opinion, a representative of the audit firm shall appear before the LB Board to present the audited financial statements and audit report.

#### Submissions of Proposals & Mailing Requirements

1. All proposals must be received by 1:30pm Wednesday, December 18<sup>th</sup>, 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:
  - a. **Redevelopment Authority of the City of Pittston Office**  
**35 Broad St. Suite 202 ATTN: AUDITING 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 Audit Services for Redevelopment Authority of the City of Pittston and North East Pennsylvania Land Bank". 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 of work/audits
  - 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](mailto:Troughsedge@pittstonrda.com)