

**YORK COUNTY PLANNING YCPC (YCPC)
AUDITING REQUEST FOR PROPOSALS
SYNOPSIS OF SERVICES FOR CALENDAR YEAR
BEGINNING JANUARY 1, 2019**

A “Request for Proposals” was advertised in the York Newspaper and posted on the York County Planning YCPC’s website and Facebook account in June 2019. Sealed proposals are to be submitted no later than 4:00 pm on August 1, 2019 for auditing services beginning January 1, 2020 for the audit of the year ending December 31, 2019.

Functioning as a component unit of the County of York, YCPC has a nine member board appointed by the County Commissioners. As a component unit the YCPC consults the County of York in implementing accounting policies. YCPC’s audit is to be presented to YCPC’s Board on the third Tuesday of April following year end close with the completed audit submitted to County of York by May 1. In addition, The YCPC is the administrator for the York Affordable Housing, Adams Affordable Housing, and the York County Stormwater Consortium. Three separate databases contain the financial activities of these entities.

- § YCPC’s Board adopted a 2019 budget of \$4,514,250. The year ending December 31, 2019 will be the first year audited under this service period. The YCPC operates on a calendar year basis. Audits are to be performed in accordance with generally accepted auditing standards and applicable Government Accounting Standard Board Statements.
- § For 2019 and 2020 the YCPC is expected to employ 40 to 43 employees.
- § The YCPC’s 2018 independent audit and indirect cost plan are available upon request. The 2018 independent audit contained a Single Audit.
- § The YCPC’s RFP must contain separate cost quotes for each calendar year. In addition, provide the following two costs for each calendar year: one for the Financial Statements which is to include the Indirect Cost Plan, and one for the Single Audit. This is a RFP requirement since a Single Audit may not be conducted each year. See next paragraph.
- § Depending upon future receipts of federal grant money, the YCPC may be required to conduct a “Single Audit.” Please include a separate proposal for single audit services with an annual cost quote for a total of five years.
- § The YCPC operates under one “General” Fund and internally prepares payroll and monthly financials as well as administers several federal, state, and local grants.
- § YCPC’s ABILA MIP software accounting system operates at the accounting level as well as a project level which enables YCPC to calculate an in-house indirect cost allocation plan. Separate databases track the financial activities of YCPC, York County Stormwater Consortium, York Affordable Housing, and Adams Affordable Housing.
- § In order to assist another County agency, the YCPC administers a program known as “Health Choices Management” which may dictate additional auditing services as these two funds, York Affordable Housing and Adams Affordable Housing, are considered fiduciary activities under GASB Statement No. 84.

§ A separate proposal shall be submitted for conducting an independent audit of the York County Stormwater Consortium. The Consortium's 2018 audit is available upon request. Financials are to be prepared for and presented to the York County Stormwater Consortium Board, independent of the YCPC's audits. The YCPC acts as a fiduciary agent for the Stormwater Consortium. This fund currently has a budget of approximately five million dollars. *PLEASE NOTE: Even though the Consortium's audit proposal will be submitted as a separate cost, the award will be based upon the YCPC's and the Consortium's proposals as a combined unit.*

§ Cost will be a key factor in the selection of an auditing firm as well as the firm's qualifications, staff expertise in government accounting, and peer reviews. It is suggested that the proposal contain a recent peer review report of your firm and any related letters of comments as well as your firm's responses.

§ The auditing firm chosen will be expected to assist YCPC with questions throughout the year at no additional expense to the YCPC. This cost should be considered as part of the scope of the audit.

§ After the conclusion of the YCPC's audit, the Auditing firm will present the audit to the YCPC's board at its monthly board meeting on the third Tuesday of April.

§ The auditing firm is to provide YCPC and the York County Stormwater Consortium with the requested number of completed paper audit reports for distribution to interested parties as well as electronic copies.

§ Although the award will be made as a combined unit, all proposals are to be in sealed envelopes and clearly marked "Auditing Services Proposal for York County Planning Commission" and in a separate sealed envelope "Auditing Services Proposal for York County Stormwater Consortium." Deadline for the proposals is August 1, 2019 at 4:00 pm.

§ York County Planning Commission retains the right to reject any or all proposals.

§ Key contacts for information you may need in preparing the proposal(s):

Karen Schaale	Fiscal Officer	717-771-9870 ext 1712
Cathy Yontz	Assistant Fiscal Officer	717-771-9870 ext 1716

§ Sealed proposals should be submitted to Felicia S. Dell, Director, York County Planning Commission, 28 East Market Street, 3rd floor, York, PA 17401. Proposals must be received no later than 4:00 p.m., August 1, 2019.