

SOLICITATION OF QUOTES

Agreed-Upon Procedures relative to the Suffolk County Department of Public Works Transportation Division's 2011 and 2012 National Transit Database Reports

The Suffolk County Department of Audit & Control is seeking proposals from qualified CPA firms regarding the above referenced agreed-upon procedures. Your bid proposal should encompass agreed-upon procedures to be conducted for the two separate periods of the County's annual reporting requirements. The following minimum requirements must be met to be considered for this engagement:

- Certify that you are a licensed CPA in the State of New York
- Certify that you meet the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (Government Auditing Standards – “Yellow Book”)
- Certify that you have no record of poor quality audit work
- Submit evidence of having received a satisfactory peer review within the last three years

If you meet these qualifications and are interested in submitting a proposal, excerpts from the Federal Transit Administration's 2011 National Transit Database Reporting Manual describing the scope of services to be provided along with suggested audit procedures will be provided on request. Please contact Frank Bayer, CPA, Executive Director of Auditing Services by e-mail (frank.bayer@suffolkcountyny.gov) or fax (631-853-5964).

Your proposal must include the following:

- Price quotes for the 2011 and 2012 periods
- Timeline for the project
- Description of your firm's technical experience including projects of similar scope and size
- Description of the qualifications of staff that will provide the services

Proposals must be received no later than February 10, 2012. An award will be made based on the best value to the County. The best value basis optimizes quality, cost and efficiency among responsive and responsible proposers. Please note that the 2011 National Transit Database Report is due in the office of the Federal Transit Administration by April 30, 2012.