



Auxiliary Services Corporation
of SUNY Cortland

Request for Proposals

Professional Auditing and Tax Services

ISSUED 7/15/2022

Contact Information

Renee Sydorowych
Executive Director

Neubig Hall
15 Neubig Road
Cortland, NY 13045

I. BACKGROUND

Auxiliary Services Corporation of SUNY Cortland, Inc., (herein referred to as “CAS”), is a not-for-profit corporation founded in 1952 under Section 501(c) (3) of the Internal Revenue Code. CAS provides auxiliary services to the State University of New York College at Cortland. These services include all dining services, retail bookstore, vending services on campus, catering and bookkeeping services to various campus affiliated clubs and organizations. CAS’s mission is to deliver exceptional service and superb value in a caring and professional manner to all students at SUNY Cortland. The Auxiliary Services Corporation of SUNY Cortland is governed by a board of directors comprising of three administrative directors, two professional directors, five student directors, one alumni director, two community directors, and two classified staff directors. CAS currently employs approximately 175 regular staff and 200 students. For the year ended June 30, 2021, CAS produced approximately \$12.2 million in operating revenue on total assets of approximately \$19.1 million. Prior to the Covid-19 pandemic, revenues were just over \$20 million, and the corporation expects to get be closer to \$18 million in revenues in 2022.

In addition, CAS acts as a fiscal agent for approximately 50 agency accounts. The State University of New York has authorized CAS to receive, hold and disburse agency funds on behalf of students, faculty, staff members, or appropriately recognized organizations. Agency accounts are maintained as a subsidiary ledger within the CAS general ledger and are included on CAS’s balance sheet.

CAS is currently under contract to provide bookkeeping services for the Student Government Association of SUNY Cortland (“SGA”). SGA acts as the voice of the student body at SUNY Cortland and the elected officers’ act as liaisons to the administration in order to address student concerns. SGA is comprised of over 65 student clubs and organizations that receive funding from mandatory student activity fees. For the fiscal year ended June 30, 2021, SGA received approximately \$1 million in revenue, with assets of approximately \$1.7 million at year-end. CAS maintains a separate general ledger for the SGA accounting records and their financial statements are separate and distinct from CAS.

The accounting and financial policies of CAS must comply with SUNY System Administration guidelines. The financial statements must be presented in accordance with generally accepted accounting principles. The annual final audited financial statements must be completed by August 15th as the SUNY Report is generally due at the end of August. Presentation to the board of directors by mid-October immediately following the June 30th fiscal year end.

II. SCOPE OF SERVICES

Service capabilities and support are key aspects of the public accountant relationship with CAS. An accounting group responding to this request should demonstrate substantial, high-level knowledge, expertise, and success in public accounting.

CAS is soliciting proposals for a qualified certified public accountant for the following services:

- A. Beginning with fiscal year end June 30, 2023, and annually through year end June 30, 2027, audit the financial statements and accounting records of Auxiliary Services Corporation of SUNY Cortland with the objective of expressing an opinion whether the financial statements are fairly presented, in all material respects and in conformity with U.S. generally accepted accounting principles. From the audited statements, the SUNY Report will need to be completed in the format provided each year by SUNY.
- B. **Beginning with fiscal year end June 30, 2022**, and annually through year end June 30, 2027, audit the financial statements of the Auxiliary Services Corporation of SUNY Cortland Defined Contribution Retirement Plan with the objective of expressing an opinion whether the financial statements are fairly presented, in all material respects and in conformity with U.S. generally accepted accounting principles.
- C. Beginning with fiscal year end June 30, 2023, and annually through year end June 30, 2027, Audit the financial statements and accounting records of Student Government Association of SUNY Cortland with the objective of expressing an opinion whether the financial statements are fairly presented, in all material respects and in conformity with U.S. generally accepted accounting principles. The engagement of these services will be subject to the annual renewal of the bookkeeping services contract between CAS and SGA.
- D. Issue a Management Letter for CAS and SGA and address the report to the Board of Directors.
- E. Prepare and assist with filing all required federal and state information returns beginning fiscal year end June 30, 2023, including but not limited to:
 - CAS: Form 990, Form 990T, NYS CHAR500, CT-13, (2) Form 5500
 - SGA: Form 990
- F. Prepare and assist with filing Forms 5500 (Defined contribution retirement plan and Health benefits plan) beginning with fiscal year end June 30, 2022.
- G. Provide tax advice and required accounting updates.
- H. Aid CAS with becoming compliant with new legislation and assist with applications for financial benefits should company qualify.

III. SCHEDULE OF EVENTS

Issue date of request for proposal	7/15/2022
Final day to submit questions via email	8/5/2022
Deadline for receipt of proposal to CAS	8/19/2022 4:00 PM
Cortland Auxiliary review of proposals	8/31/2022
Notice of award to selected firm	9/9/2022
Executed agreement required	9/30/2022
Start of Fieldwork/filing extension– 5500s	10/24/2022

IV. PROPOSAL AND SUBMITTAL INFORMATION

- A. The proposal must be submitted using the proposal form provided.
- B. The point of contact for this solicitation is:

Renee Sydorowych
Executive Director
Auxiliary Services Corporation
15 Neubig Road
Cortland, NY 13045
(607)753-5668

E-mail: Renee.Sydorowych@cortland.edu
RE: Auditing and Tax Services Proposal

- C. Any questions regarding this RFP must be submitted in writing via electronic format to the point of contact. All questions and answers will be published on-line at the following web address for all to view: [Auditing RFP v2 | Cortland Auxiliary Services](#)
- D. Two hardcopies of your proposal are to be submitted, with a cover letter. In addition, one copy emailed to point of contact.
- E. Proposals must be sent or delivered by hand and must be received at the CAS Office at Neubig Hall, 15 Neubig Road, Cortland, NY by 4:00 PM on 8/19/2022.
- F. CAS regards the information contained in this solicitation as confidential and requires that all recipients of this RFP treat it as such.

V. DISCLAIMERS

- A. The issuance of this RFP constitutes only an invitation to submit proposals to CAS. It is to be distinguished from a bidding situation and is not to be construed as an official and customary request for bid. Any proposal submitted, as provided herein, constitutes a

desire to negotiate and recognition that the proposal is not a bid and is not being submitted as part of a bid process.

- B. CAS issues this solicitation with the understanding that it may or may not lead to the eventual procurement of products or services.
- C. CAS reserves the right to reject any or all proposals received. Non-acceptance of a proposal will mean that one or more other proposals were deemed more advantageous to CAS or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between CAS and the selected firm exists, or when CAS rejects all proposals.
- D. Each proposal shall be signed by a principal of the Proposer firm or another person who is fully authorized to act on behalf of the Proposer.
- E. CAS will not be responsible for any costs incurred by the accounting firm in the generation or submission of proposals, visits to the College, presentations given to CAS personnel, documentation provided to CAS personnel, production of marketing literature, or any other costs incurred while participating in this RFP process.
- F. CAS will exercise reasonable efforts to limit circulation of proprietary materials. The firm must mark any submitted material which they regard as proprietary with a "CONFIDENTIAL" designation.
- G. All material submitted becomes the property of CAS and will not be returned.
- H. CAS reserves the right not to award a contract to any Proposer. If CAS decides to award a contract, CAS will award the contract to the qualified Proposer whose proposal best meets the needs of CAS. CAS reserves the right to award a contract other than to the lowest priced proposal.
- I. Firms submitting proposals agree to submit to all criteria set forth by the RFP and CAS for selecting a firm and waive any and all rights to challenge or bring suit against CAS and the College based upon their selection. Failure to provide required information may be grounds for rejection of proposal.
- J. For the purposes of this solicitation, CAS shall comply with all requirements and procedures of New York State Executive Law Article 15-A and its implementing regulations to ensure meaningful participation of Minority owned business enterprise and Women owned business enterprise in its contract and subcontracts.

Firms that are not MWBEs responding to this RFP are strongly encouraged to consider partnering or other joint venture arrangements, with other certified MWBE Firms to

achieve the prescribed goals and to give MWBE Firms the opportunity to participate in the services.

The directory of New York State Certified MWBES can be viewed at <https://esd.ny.gov/doing-business-ny/mwbe>.

VI. BASIS OF SELECTION

The following items are to be considered in the selection of the accounting firm. The order in which the selection criteria are listed is not necessarily indicative of their relative importance. CAS reserves the right to reject any or all proposals if deemed in the best interest of CAS.

- A. Ability to provide the required scope of services.
- B. Proposer's expertise, experience, and qualifications in the non-profit, educational sector.
- C. Proposer's key staff proposed to be assigned to perform work for CAS.
- D. Audit approach and scope of audit.
- E. Fee schedule.