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Issue Date: 7/21/2008

## CONSULTING SOLICITATION N/A

## HUGH L. CAREY BATTERY PARK CITY AUTHORITY - PROCESS &amp; CONTROL REVIEW - CONSULTANT

## Description:

**Consultant to evaluate Battery Park City Parks Conservancy's internal controls and processing environment, to document the associated workflows of events that impact the Conservancy's financial reporting and processing, and to make recommendations for improvements.**

BPC Parks Conservancy is an affiliate of the Authority which is a public benefit corporation that is responsible for developing and managing a 92 acre site located on the lower west side of Manhattan, along the Hudson River. All financial processing at the Conservancy is done on Accountek Connected5 and ADP's Enterprise eTime. Additionally Park Conservancy uses Mac OS X and Windows XP Sp1.

The Authority is seeking proposals to conduct a review of financial processing workflows and related internal controls that impact the operating and financial integrity of the Conservancy's systems and reporting. Specifically, the review will include an evaluation of each product workflow from point of origin within the Conservancy through disposition. Functional areas include: the revenue and procurement lifecycles, systems administration and maintenance, and change management.

The evaluation should identify areas for improvement in the quality, efficiency, timeliness, and accuracy of the Conservancy's processing. In addition to making recommendations for improvement based on best practices, your recommendations should incorporate control points that reflect NY State procurement and reporting guidelines. Deliverables Include:

- A complete numbered and categorized index of all processing and system events, the objective of which is to inventory all events impacting the operating and financial integrity of Authority systems and reporting.
- For each event, a flowchart and accompanying narrative process that itemizes each step in the workflow process, the objective thereof, whether it is a point of internal control or a step necessary to achieving compliance with standards set forth internally, or by regulatory, or software vendors.
- For each event, an evaluation of the current process and recommendations, if any, to improve our process in order to attain a higher level of control and/or compliance with requirements.

All Proposals must be submitted in a sealed envelope clearly marked "Proposal for Internal Control Review of Parks" and must be delivered to BPCA by messenger, overnight courier or certified mail, by no later than 5PM on the Proposal Due Date listed below, to the Contact listed below ("Designated Contact"), at the address indicated. Proposals submitted by fax or electronic

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submission will not be accepted.

Applicants are prohibited from making contact with anyone other than the Designated Contact during the period from the time of publication of this advertisement through the approval of the procurement contract by BPCA ("the Restricted Period"). Employees of BPCA are required to obtain and record certain contacts during the restricted period and to make a determination of responsibility based, in part, upon such contact. Failure to abide by this process could result in a finding of non-responsibility.

**Please call the designated contact to request a copy of the Mandatory Forms Packet which must be completed and submitted with your proposal. Proposals that do not include the Mandatory Forms will not be considered. Proposals must include a cost proposal, a proposed scope and approach to work, and a proposed schedule of project completion, a firm resume, and resumes of proposed project team members.**

Mandatory forms packet must be filled out for consideration. The forms can be found at:

[http://www.batteryparkcity.org/pdf/mandatory\\_forms.pdf](http://www.batteryparkcity.org/pdf/mandatory_forms.pdf)

"Proposer will submit with their proposal a copy of the company's EEO or Affirmative Action policy along with a breakdown of all company staff by job classification, race and gender"

#### **M/WBE UTILIZATION GOAL REQUIREMENTS FOR BPCA CONTRACTS**

In accordance with Article 15-A of the New York State Executive Law and regulations adopted pursuant thereto, BPCA has established separate goals for participation of New York State Certified minority and women-owned business enterprises for all State contracts. BPCA is required to implement the provisions of Article 15-A and 5 NYCRR Part 143 for all state contracts (1) in excess of \$25,000 for labor, services, equipment, materials or any combination for the foregoing and (2) in excess of \$100,000 for real property renovations and construction. For purposes of this procurement, BPCA hereby establishes a goal of TBD% for Minority-owned Business Enterprises (MBE) participation and TBD% for Women-owned Business Enterprises (WBE) participation. As a condition of this procurement, the contractor and BPCA agree to be bound by the provisions of §316 of Article 15-A of the Executive Law regarding enforcement. Contractors must document "good faith efforts" to provide meaningful participation by certified M/WBE subcontractors or suppliers in the performance of this contract. For guidance on how BPCA will determine a contractor's "good faith efforts", refer to 5 NYCRR §143.8. Additionally, Offerors must refer to Mandatory Forms of this document for a list of forms that must be provided in order to fully comply with Article 15-A of the New York State Executive Law and 5 NYCRR Part 143.

**Minority Sub-  
Contracting Goal: TBD%**  
**Women Owned Sub-  
Contracting Goal: TBD%**

**Proposal Due: 8/11/2008 5:00PM**

**Contract Term: One Year**

**Location:** One World Financial Center, 24th floor New York, NY  
10281

**Contact:** Lisa Miller, VP Internal Audit & Compliance  
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**Submit To:** Lisa Miller, VP Internal Audit & Compliance  
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