

playgrounds and open spaces, including a mile-long waterfront esplanade. The BPCPC also develops programs and manages public events for the Battery Park City community. BPCA owns and has built out a commercial condominium unit in a residential building in Battery Park City, which serves as the BPCPC headquarters.

For the six-month periods ended April 30, 2012 and 2011, BPCA paid BPCPC approximately \$3.9 million and \$3.7 million, respectively, for services provided under the Management Agreement, which are included in BPCA's operating expenses. Additionally, approximately \$186 thousand and \$175 thousand was payable by BPCA to BPCPC for the six-months ended April 30, 2012 and 2011, respectively. Both sets of payments are eliminated in the blending of BPCPC's financial statements into BPCA's financial statements, and are included in Other Supplementary Information.

To obtain a copy of the Organization's most recently completed audited financial statements, please visit BPCA's official website at www.batteryparkcity.org. The audited financial statements and related reports found on BPCA's website will provide you with an overview of the operations for which BPCA is responsible and the areas of expertise in which the selected Proposer must be proficient. For an overview of BPCPC's operations, please visit its website at www.bpcparks.org.

III. SERVICES REQUIRED (Please Note change to Item B below from "Audit" to Review for April 30th)

The Organization requests that qualified firms submit proposals to BPCA to serve as Public Accountants for the review and audit of the Organization's financial statements. If selected, Proposer will provide at a minimum the following:

- A. An audit of the Organization's statement of net position as of October 31, and the related statements of revenue, expenses, and changes in net position and cash flow statements for the year then ended in accordance with Governmental Auditing Standards ("GAS").
- B. **A review** of the Organization's statement of net position as of April 30, and the related statements of revenue, expenses, and changes in net position and cash flow statements for the six months then ended.
- C. A report to BPCA's Audit Committee (under AICPA SAS No. 114).
- D. A report on internal controls.
- E. A management letter to be attached to the year-end and six-month financial statements, if needed.
- F. A report on compliance with investment guidelines.
- G. A report on information technology observations and recommendations.
- H. Ad-hoc, informal consultation and guidance on related financial accounting and internal control matters, such as, but not limited to, GASB issues impacting the Organization's recording or reporting of business transactions.
- I. Presentation of audited financial statements to BPCA's Audit Committee and attendance at monthly Board and/or quarterly Audit Committee meetings as requested.
- J. All work to be performed by the selected Proposer shall be performed under the supervision of a Partner of the firm in charge of this engagement, who must ensure that the work completed for the Organization is performed competently and in a timely manner.

IV. KEY DATES, CONTRACT TERM AND MINIMUM QUALIFICATIONS

A. Key Dates

The following is a list of key dates, up to and including the date Proposals are due to be submitted, which is subject to change at the Organization's discretion:

- Request for Proposals issued: **November 14, 2012**
- Deadline to submit questions to the Organization: **November 21, 2012** by 4:00 p.m. (by email only)