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12345

Issue Date: 3/31/2011

Contract Number: N/A

## Hugh L. Carey Battery Park City Authority - Internal Audit Services

### Description:

The Hugh L. Carey Battery Park City Authority (the "Authority") and its affiliate, not-for-profit arm, the Battery Park City Parks Conservancy (the "BPCPC," and together with the Authority, collectively referred to herein as the "Organization") is seeking a qualified independent certified public accounting firm (the "Proposer" or "Consultant") to provide multidisciplinary internal audit services and advice to the Organization, including risk identification, analysis and mitigation measures, and to provide assurance to the Authority and the BPCPC on their respective governance, risk management and control processes (the "RFP").

Specifically, the successful Proposer will provide the Organization with an independent appraisal of the adequacy and the effectiveness of its systems of internal administrative and accounting controls, and determine the financial integrity, economy, efficiency and effectiveness of the each organization's operations when compared with established standards and best practices.

To meet the requirements of this RFP, the Consultant shall comply with generally accepted auditing standards as set forth by the Standards for Financial Audits set forth in the U.S. General Accounting Office's Government Auditing Standards and the provisions of U.S. Office of Management and Budget (OMB), Circular A-128, Audits of State and Local Governments.

Questions pertaining to this advertisement/procurement must be submitted by email to the Designated Contact, Michelle Burgos at [michelle.burgos@batteryparkcity.org](mailto:michelle.burgos@batteryparkcity.org) no later than 2:00 p.m. on **Thursday, April 7, 2011**. Other communications with Organization personnel, including Board members, may be grounds for elimination from the selection process and, in the event of communication(s) with a person who is not the "Designated Contact" could be grounds for a finding of non-responsibility. Specifically, Proposers are restricted from making contact with anyone other than the Designated Contact during the Restricted Period, which, for purposes of this RFP shall mean the period between the time of publication of the advertisement through approval of the procurement contract by the Organization (the "Restricted Period"). "Contacts" shall mean any oral, written, or electronic communication with the Organization under circumstances where a reasonable person would infer that the communication was intended to influence the Organization's conduct or decision regarding the procurement. Employees of the Organization are required to obtain and record certain information about contacts made during the Restricted Period, and to make a determination of responsibility based, in part, upon any such contact. Failure to abide by this process may result in a finding of non-responsibility.

Please visit the Authority's website at [www.batteryparkcity.org](http://www.batteryparkcity.org) and click on the "Opportunities" tab for a copy of the RFP.

Firms interested in responding to the RFP must complete the Mandatory Forms Packet located on the Battery Park City Authority's website at [www.batteryparkcity.org/pdf\\_n/Mandatory\\_Forms\\_Packet.pdf](http://www.batteryparkcity.org/pdf_n/Mandatory_Forms_Packet.pdf). The completed forms must accompany the firm's proposal.

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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 for all State contracts. BPCA is required 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 7% for Minority owned Businesses Enterprises (MBE) participation and 5% 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 the Mandatory Forms Packet referred to above 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:** 7%

**Women Owned Sub-Contracting Goal:** 5%

**Due Date:** 4/22/2011 2:00 PM

**Contract Term:** Three years

**Location:** Battery Park City Authority One World Financial Center, 24th floor New York, NY

**Contact:** Michelle Burgos, Paralegal Legal  
Hugh L. Carey Battery Park City Authority  
One World Financial Center  
24th floor  
New York, NY 10281  
Phone: (212) 417-4235  
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**Submit To:** Michelle Burgos, Paralegal Legal  
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**RFP Documents:**

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