

VENDOR CONTACT INFORMATION

The Erie 1 Board of Cooperative Educational Services (“Erie 1 BOCES”), First Supervisory District, County of Erie, State of New York, hereby invites the submission of sealed proposals for INDEPENDENT (EXTERNAL) AUDITING SERVICES. Sealed proposals must be received by the Erie 1 BOCES Purchasing Department no later than **11:00 AM on April 29, 2022.**

Bid responses should be sent to Erie 1 BOCES (Bldg. C)
Attn: Timothy Kehoe, Purchasing Manager
355 Harlem Rd.
West Seneca, NY 14224

All proposals will be publicly opened. The completed RFP including all required documentation must be submitted in a sealed envelope and labeled “RFP22-INDEPENDENT (EXTERNAL) AUDITING SERVICES”. Please forward your proposal to the attention of the Erie 1 BOCES Purchasing Department at the location address listed above. Faxed and/or electronically transmitted proposal submittals cannot be accepted.

COMPANY NAME:	<u>Buffamante Whipple Buttafaro PC</u>
CONTACT PERSON:	<u>David V. DiTanna, CPA</u>
FIRM ADDRESS:	<u>130 South Union Street</u> <u>Olean, New York 14760</u>
TELEPHONE & extension:	<u>716-701-7614</u>
FAX:	<u>716-701-7615</u>
E-MAIL	<u>dvd@bwbcpa.com</u>

Additional vendor notes here (i.e. vendor number, minimum order, etc.):

ERIE 1 BOCES
MUST BE SIGNED AT TIME OF BID OPENING

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, the bidder hereby certifies the following:

- a) this bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) this bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c) no attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) the person signing this bid or proposal certifies that they have fully informed themselves regarding the accuracy of the statements contained in this certification and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.

Buffamante Whipple Buttafaro, PC

(Bidder/Vendor)

Shareholder

(Title of person submitting bid)



(Signature of person submitting bid)

April 27, 2022

(Dated)

Erie 1 BOCES
Request for Proposals
RFP22 – Independent (External) Auditing Services
IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that once the prohibited entities list is posted on the OGS website, it will not utilize on such Contract any subcontractor that is identified on the prohibited s list.

Additionally, Bidder/Contractor is advised that once the list is posted on the OGS website, any Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to the solicitation, must certify at the time the Contract is renewed, extended or assigned that it is not included on the prohibited entities list.

During the term of the Contract, should the New York State Education Department (AGENCY) receive information that a person is in violation of the above-referenced certification, AGENCY will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then AGENCY shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

AGENCY reserves the right to reject any bid or request for assignment for an entity that appears on the prohibited entities list prior to the award of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the prohibited entities list after contract award.

Signature: David D. Tame

Title: Shareholder

Company Name: Buffamante Whipple Buttafaro PC

Date: April 27, 2022

Appendix A
Request for Proposals
2022 RFP Independent (External) Audit Services
PROPOSER GUARANTEES

The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in Nature of Services Required.

The Proposer has read Appendix and Contractual Requirements, and agrees that the rights and prerogatives as detailed are retained by Erie 1 BOCES.

The Proposer agrees to be bound by the contractual requirements delineated in Appendix.

Signature of Official: David DiTanna
Name (typed): David V. DiTanna, CPA
Title: Shareholder
Firm: Buffamante Whipple Buttafaro PC
Date: April 27, 2022

Appendix B
Request for Proposals
2022 RFP Independent (External) Audit Services
PROPOSER WARRANTIES

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of Erie 1 BOCES.

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:	<u>David DiTanna</u>
Name (typed):	<u>David V. DiTanna, CPA</u>
Title:	<u>Shareholder</u>
Firm:	<u>Buffamante Whipple Buttafaro PC</u>
Date:	<u>May 27, 2022</u>

Appendix C
Request for Proposals
2022 RFP Independent (External) Audit Services
SCHEDULE OF AUDIT QUOTATIONS

	<u>As Proposed</u> <u>FYE 6/30/2023</u>
Audit of general-purpose financial statements, and	
All other services not separately listed below.	\$22,000
Single Audit	<u>3,000</u>
Extraclassroom Activity Audit	<u>1,000</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE	\$ <u>26,000</u>

Appendix D
Request for Proposals
2022 RFP External Audit

SCHEDULE OF FEES FOR ADDITIONAL SERVICES AND AUDITS
IF REQUESTED BY THE DISTRICT

	<u>HOURLY RATE</u>
PARTNERS	<u>\$225-\$325</u>
MANAGERS	<u>\$175-\$225</u>
SUPERVISORY STAFF	<u>\$125-\$175</u>
STAFF	<u>\$80-\$125</u>
OTHER (SPECIFY)	<u> </u>

Appendix E
Request for Proposals
2022 RFP External Audit
EVALUATION SUMMARY

Name of Firm: Buffamante Whipple Buttafaro PC

- Independence (5) _____
- Prior Single Audit Experience (5) _____
- Firm Qualifications and Experience (25) _____
- Partner, Supervisory and Staff Qualifications and Experience (10) _____
- Similar Engagements with Districts (5) _____
- Specific Audit Approach (2) _____
- Identification of Anticipated Potential Audit Problems (5) _____
- Report Format (5) _____
- Cost (20) _____

Grand Total – Total Points (100 max) _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Buffamante Whipple Buttafaro, PC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 130 S. Union Street, Suite 200	Requester's name and address (optional)
6 City, state, and ZIP code Olean, NY 14760	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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1	6	-	1	1	1	7	9	3	2				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Susan Quattrone</i>	Date ▶ <i>4/13/22</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.