

# **MONROE COUNTY LAND BANK CORPORATION**

## **REQUEST FOR PROFESSIONAL SERVICES**

Audit Services for  
Monroe County Land Bank Corporation

### **I. INTRODUCTION**

The Monroe County Land Bank Corporation (MCLBC) is seeking a proposal or proposals for audit services for the period November 1, 2025 to October 31, 2028. The accounting firm will provide advice and guidance regarding the existing internal bookkeeping and accounting system and complete an annual financial audit conforming to the audit requirements applicable to a NYS Land Bank – formed under New York Not-for-Profit Corporations Law section 1608 and subject to Public Authorities Law.

### **II. BACKGROUND**

The Monroe County Land Bank Corporation (MCLBC), was established in early 2024, with the first official meeting held on July 29, 2024. MCLBC aims to lower the number of vacant or “zombie” properties located in the 29 towns and villages of Monroe County by returning them to spaces of productive use for these communities.

### **III. EVALUATION**

Proposals submitted through this process will be evaluated by the Monroe County Land Bank Corporation Board. A three-year agreement will be awarded based on the evaluation, subject to annual reappointment.

### **IV. CRITERIA FOR PROPOSAL ACCEPTANCE**

To be considered for selection, a respondent must be able to demonstrate that it can meet the following criteria in providing the services contemplated:

- Experience in accounting and audit matters relating to the financial activities of a New York not-for-profit local development corporation.
- Experience with a federal single audit.
- Knowledge of Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009.
- Ability to complete a timely audit of the MCLBC following the close of its calendar fiscal year.
- Resources required to respond in a timely fashion to MCLBC inquiries.

**V. INSURANCE REQUIREMENTS**

Prior to any individual contract award, the successful firm shall procure and maintain for the duration of the contact, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

**VI. MINORITIES AND WOMEN BUSINESS ENTERPRISES**

MCLBC seeks a diverse applicant pool and prohibits discrimination and harassment of any type and affords equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Required Provisions:**

The successful proposer agrees the below referenced provisions and further agrees that all such provisions shall be incorporated into the final contract.

- That it will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. For purposes of this section affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading's, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
- At the request of MCLBC, the successful proposer shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the proposer's obligations herein.
- The proposer shall state in all solicitations or advertisements for employees, that, in the performance of the contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Except that the provisions of this section shall not be binding upon the proposer in the performance of work or provision of services unrelated, separate, and distinct from the contract for services with MCLBC.

## **VII. CONTENTS FOR PROPOSAL**

Responses to this request for professional services shall contain the following information:

- An introduction to the individual or accounting firm, including name(s) and summary of relevant experience of individuals who will work with MCLBC in a professional capacity.
- Provide audit report samples for evaluation.
- Provide a list of references/clients with names, telephone numbers, and email addresses of contact persons and number of years services were provided.
- Any information determined by the applicant necessary to meet the requirements of Criteria for Proposal Acceptance above.
- The fee basis for the services being proposed and the method of billing.

## **VIII. CONFLICT OF INTEREST DISCLOSURE**

All firms submitting proposals must disclose any actual, potential, or perceived conflicts of interest that may arise in connection with performing the requested services.

- **Disclosure Requirement:**
  - The proposer shall identify any relationship, financial interest, or other circumstances that could reasonably be viewed as a conflict of interest or that may create the appearance of impropriety in performing audit services for MCLBC.
  - If no such conflict exists, the proposer must provide a written statement affirming the absence of conflicts.
- **Ongoing Obligation:**
  - The successful firm will have a continuing obligation to disclose any potential conflicts of interest that may arise during the term of the contract.
  - Failure to disclose or resolve conflicts of interest in a timely manner may result in disqualification of the proposal or termination of the contract.

## **IX. PROPOSAL RESPONSE**

An electronic version of the Proposal and other required documents must be submitted, clearly marked with the name of the Proposal and the name and address of the applicant via email to [landbankcorp@monroecounty.gov](mailto:landbankcorp@monroecounty.gov) by 5:00 p.m. on November 14, 2025.

Direct any questions to: [Landbankcorp@monroecounty.gov](mailto:Landbankcorp@monroecounty.gov). Questions will be made available to all respondents and posted on our website as an addendum.