

ADDENDUM #1- July 10, 2024

RFP ADDENDUM/CORRECTION

7. EVALUATION PROCEDURES

7.1 Evaluation Criteria

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for technical qualifications and price. The following represents the principal selection criteria which will be considered during the evaluation process:

7.1.1 Mandatory Elements

- The audit firm is independent and licensed to practice in New York State.
- The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Port Jefferson.
- The firm, in whole or via assigned project members, has proven experience in auditing Villages of NYS that maintain General, ~~Water, Sewer,~~ Capital, Community Development, and Trust & Agency Funds. **DELETE**
- The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.
- The firm submits a copy of its last external quality control review report, and the firm has a record of quality audit work.

7.1.2 Technical Qualifications

- Expertise and Experience
 - The firm's past experience and performance on comparable government engagements.
 - ~~The firm's past experience and performance of audits of municipal electric utilities which are regulated by the New York Power Authority.~~ **DELETE**
 - The firm's commitment to the government sector, including professional memberships, development of government practices, and commitment to staff development in government accounting and auditing.
 - Single and program audit experience.
 - Other specific experience and projects completed to assist comparable governments to enhance operations and internal controls, and address current issues facing governments.