



**REQUEST FOR PROPOSAL FOR
3 YEAR AUDIT SERVICES FOR THE
DOWNTOWN ALBANY BID
ALBANY, NEW YORK**

CLIENT: DOWNTOWN ALBANY BUSINESS IMPROVEMENT DISTRICT, INC.
21 Lodge Street
1st Floor
Albany, NY 12207

BACKGROUND

The Downtown Albany Business Improvement District, Inc. (BID) is an independent not-for-profit 501 (c) (3) organization comprising of property owners and businesses in the downtown Albany business district. Established in 1996, the BID's mission is to restore, promote and maintain the character and viability of downtown Albany and improve the quality of life and overall image for all those who live, work and visit the Capital City of Albany. Working in partnership with businesses, property owners, cultural institutions and organizations, government agencies and elected officials, the BID works to make Albany's downtown historic district clean, safe and friendly.

GOAL

To provide an audit of the financial position of the Downtown Albany BID for 2025, 2026, 2027 and related statements of activities, functional expenses, and cash flows. Prepare the Organization's federal and state information returns for the year ending 2025, 2026, 2027, as well as the Organization's 990.

This service will commence as directed by the BID. This is a **three-year contract** beginning with year-end 2025, 2026 and 2027 with a two-year renewal option. Proposals must include and specify a bid for each of these years.

Please see Scope of Services below.

INVITATION

Your firm is invited to submit a proposal to serve as the Downtown Albany Business Improvement District's contracted auditor.

SELECTION PROCESS

- a) The BID will accept proposals until Friday, September 26, 2025 at Noon. Proposals should include at a minimum, the following materials:

- a statement of qualifications and relevant experience
 - a proposed scope of services
 - a proposed work schedule
 - fee for services must include a fee for each year
 - proposals may be submitted electronically
- b) A bidder will be selected at the Board's discretion no later than the BID's Board meeting in December 2025 and notification of award will follow.
- c) The selection of the bidder is solely at the discretion of the BID Board of Directors. The BID reserves the right to consider all or parts of any proposal and is under no obligation to accept any or all proposals. The BID reserves the right to negotiate further with any bidders after the receipt of the proposals.

Proposal Due: Friday, September 26, 2025 at Noon

Submit To: Georgette Steffens
Executive Director
Downtown Albany BID
21 Lodge Street, 1st Floor
Albany, NY 12207

Contact: Georgette Steffens
(518) 465-2143 x115
(518) 465-0139 FAX
gsteffens@downtownalbany.org

Audit Scope of Service

Provide an audited financial position of the Downtown Albany BID for years 2025, 2026, 2027 in accordance with U.S. generally accepted auditing standards. Include related statements of activities, functional expenses and cash flow for corresponding year-ends. Please outline what will be included in your audit process.

Prepare the Organization's federal and state information returns for 2025, 2026, 2027, as well as the Organization's 990..

Meet with the Executive Director and Board Audit Committee to review a draft of the findings and then present final findings to the Board at the September meeting each year.