



REQUEST FOR PROPOSAL INDEPENDENT AUDITING SERVICES

Description

The Allegheny Regional Asset District (ARAD) is seeking proposals from certified public accounting firms for audit services including the annual audit for calendar year 2010 and beyond as well as additional services as described below. An Audit Committee will review proposals, recommend a firm and follow all work through to its completion. The full board will select a firm via public vote during the fall of 2010.

ARAD is an area wide, special purpose unit of local government established under Act 77 of 1993. A Board of Directors governs the District whose purpose is to distribute a portion of the Allegheny County Sales and Use Tax in the form of grants to qualifying regional assets (government and nonprofit agencies). Additional information about the District is available at www.radworkshere.org.

Audit Requirement

Section 3119-B of Act 77 of 1993 provides the following:

The Board (of the District) shall provide an annual audit of district fiscal and other records including documentation of employment practices and actions taken by the Board to develop and expand minority and women owned business enterprises, by an independent certified public accounting firm.

In order to meet out public reporting requirements, the District requires that the audit be completed within the first quarter of the calendar year.

Additional Services

The Board may request the auditor to perform audits and /or agreed upon procedure reviews of funded assets. The District will provide the scope of services for these engagements on a case by case basis and will agree with the auditor before the start of the work on the budget for the project.

District Financial Records

The District maintains its operating accounts on a *Peachtree* software windows based system. The records are divided into funds including a general fund for administrative purposes (2010 budget of \$638,000) and a sales tax revenue fund for the receipt of tax revenue and distribution of grants (estimated at \$79,000,000 for 2010). The annual financial statements are presented in conformance with requirements of the Governmental Accounting Standards Board.

The District contracts with a payroll service for the 4.5 District employees including filing of federal and state withholding and employer taxes.

Although the grant making budget is large, over 93% of the budget goes to eleven grantees. The volume of transactions, therefore, is limited.

If you are interested and believe your firm has the capability to provide the services described above, please submit a letter proposal outlining the following:

- ⇒ Qualifications of the firm and the name and qualifications of the person assigned to manage the engagement. Please include in the statement of qualifications your firm's experience with GASB policies and SAS pronouncements.
- ⇒ Include your latest peer review statement.
- ⇒ Fee proposal including a lump sum fee for completing the annual audit within the first quarter of the year as well as hourly rates for providing additional services as described above. The District will consider proposals for up to a three-year term.
- ⇒ The District seeks participation by minority and women owned businesses in its activities. Please indicate if you are certified as such or would plan to affiliate with such a firm for this work.
- ⇒ A list of current clients that receive funding from ARAD and how you would resolve any conflicts of interest that might exist due to services your firm provides to regional assets (note: list of current assets can be found at www.radworkshere.org under "Who We Fund."

Submit the letter by the close of business on August 13, 2010. Direct questions to David Donahoe, Executive Director at 412-227-1900, dd@radworkshere.org. The District reserves the right to reject any and all proposals.

Please respond to

AUDIT COMMITTEE c/o David L. Donahoe
Allegheny Regional Asset District
425 Sixth Avenue Suite 1610
Pittsburgh, Pa. 15219