



REQUEST FOR PROPOSALS
PROFESSIONAL EXTERNAL AUDITING SERVICES

**Village of Fredonia
9-11 Church Street
Fredonia, NY 14063**

Phone: (716) 679-2314

I. INTRODUCTION

A. GENERAL INFORMATION

The Village of Fredonia, NY (“The Village”) is requesting proposals from qualified firms of certified public accountants (Auditor) to audit their financial statements for the fiscal year ending May 31, 2025.

The audit will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in **Government Auditing Standards**, issued by the Comptroller General of the United States; the provisions of OMB Circular A-133, **Audits of Institutions of Higher Education and Other Non-Profit Institutions**, and guidelines promulgated by the Office of the State Comptroller of the State of New York. The audit will not include a Single Audit for Federal Fund (grant) reporting purposes.

There is no expressed or implied obligation for the Village to reimburse responding firms for any expenses incurred in preparing proposals in response to this request for proposals.

To be considered, proposal must be received by

**Eryssa LeBeau,
Treasurer
9-11 Church Street
Fredonia, NY 14063**

3:00 p.m. on **Friday, May 2, 2025**. The Village reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Village’s Officials and accountant, and members of the Village Board of Trustees.

During the evaluation process, the Village reserves the right, where it may serve the Village’s best interest, to request additional information and clarifications from proposers, or to allow corrections of errors or omissions. Any such information given, either orally or in writing, is not given in confidence and may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever.

At the discretion of the Village, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a time determined by the Village.

It is anticipated that the selection of a firm(s) will be completed by May 12, 2025.

Following selection of the successful proposal, a contract will be issued to the accounting firm whose proposal was selected.

B. TERM OF ENGAGEMENT

A single-year contract is contemplated, said term being subject to the approval by the Village Trustees. The audit period shall cover the financial condition of the Village as of May 31, 2024 and the results of its financial transactions for the fiscal year ended May 31, 2025. Multi-year contracts will be considered in terms of three to five years.

II. NATURE OF SERVICES REQUIRED

A. GENERAL

The Village is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending May 31, 2025. This audit is to be performed in accordance with the provisions contained in this request for proposals.

B. SCOPE OF WORK TO BE PERFORMED

You will audit the general-purpose financial statements of the Village as of May 31, 2025 and for the year then ended.

The audit will be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in **Government Auditing Standards**, issued by the Comptroller General of the United States; the provisions of OMB Circular A-133, **Audits of Institutions of Higher Education and Other Non Profit Institutions**; OMB Circular A-110, **Uniform Administrative Requirements Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations**; **The Common Rule -- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments**; OMB Circular A-87, **Cost Principles for State, Local and Indian Tribal Governments**; OMB Circular A-122, **Cost Principles for Non-Profit Organizations**; **Governmental Accounting Standards Board Bulletins #34 and 45 (GASB 34 and GASB 45)** and guidelines promulgated by the Office of the State Comptroller of the State of New York.

The audit will include tests of the accounting records of the Village and other procedures you consider necessary to enable you to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, all applicable pronouncements as adopted by the Governmental Accounting Standards Board (GASB) including but not limited to GASBs 34, 45, 51, 53 and 54, and to report on the Schedule of Federal Financial Assistance and on the Village's compliance with laws and regulations and its internal controls as required. If your opinion is other than unqualified, you will fully discuss the reasons with the Village Officials in advance.

C. IRREGULARITIES AND ILLEGAL ACTS

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Village Treasurer, the Village Mayor, and the Village Board of Trustees.

D. REPORTING TO THE VILLAGE

Auditors shall insure that the Village is informed of each of the following:

1. The Auditor's responsibility under generally accepted auditing standards;
2. Significant accounting policies;
3. Management judgments and accounting estimates;
4. Significant audit adjustments;
5. Other information in documents containing audited financial statements;
6. Disagreements with management;
7. Management consultation with other accountants;
8. Major issues discussed with management prior to retention;
9. Difficulties encountered in performing the audit.

E. SPECIAL SERVICES

1. Should the Board decide to submit a Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA), the Auditor will be required to assist in the preparation and submission of the necessary documents.

F. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and reports must be retained, at the Auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Village of the need to extend the retention period. The Auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. Village Board of Trustees;
2. New York State Office of the State Comptroller;
3. U.S. General Accounting Office (GAO);
4. Parties designated by the federal or state governments or by the Village as part of an audit quality review process;

5. Auditors of entities of which the Village is a sub-recipient of grant funds; and,
6. In addition, the firm shall respond to the reasonable inquiries of successor Auditors and allow successor Auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE VILLAGE

A. CONTACT PERSON

The Auditor's principal contact will be:

Mrs. Eryssa LeBeau – Village Treasurer

or a designated representative, who will coordinate the assistance to be provided by the Village to the Auditor.

B. BACKGROUND INFORMATION

The Village is governed by General Municipal Law and other laws of the State of New York. The scope of activities included within the accompanying financial statements are those transactions which comprise village operations, and are governed by, or significantly influenced by, the Village Board of Trustees.

Essentially, the primary function of each of the Village is to provide services for its residents. Services such as highway maintenance, property assessment and tax collection, water/sewer, and zoning enforcement support the Village's primary functions.

The financial reporting entity includes all funds, account groups, functions and organizations over which the Village officials exercise oversight responsibility. Oversight responsibility is determined on the basis of financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters.

C. FUND STRUCTURE

The accounts of the Village are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. These funds and account groups are based upon the requirements of Generally Accepted Accounting Principles (GAAP) for local governmental units as prescribed by the Governmental Accounting Standards Board (GASB) as well as the Office of The State Comptroller's Accounting and Reporting Manual (the State System). The operations of each fund are accounted for within a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Governmental resources are allocated to and accounted for in individual funds segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The various funds are grouped in the financial statements in the following fund types and account groups:

1. Governmental Fund Types

Governmental funds are those through which most governmental functions are financed. The acquisition, use and balances of expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus of the governmental funds is based upon the determination of financial position and changes in financial position. The following are the Village's governmental fund types:

- A. General Fund – Village-Wide -this fund is the principal operating fund of the Village. It is used to account for all financial resources except those required to be accounted for in another fund.
- F. Water Fund – Village-Wide - this fund is the principal operating fund of the water department; used to account for revenues and expenditures for water distribution and purification.
- G. Sewer Fund – Village-Wide – - this fund is the principal operating fund of the sewer department; used to account for revenues and expenditures for sewer waste and processing.
- H. Capital Projects Fund - the capital projects fund is used to account for and report financial resources to be used for the acquisition, construction or renovation of major capital facilities or equipment.

i. Fiduciary Funds

Fiduciary funds are used to account for assets held by the Village in a trustee or custodial capacity:

b. BUDGETARY BASIS OF ACCOUNTING

The Village prepares its budget on a basis consistent with generally accepted accounting principles. The budget and accounting policies of the Village conforms to generally accepted accounting principles for local governmental units as prescribed by GASB as well as the State System.

c. FEDERAL AND STATE FINANCIAL ASSISTANCE

During the fiscal year to be audited, the Village is expected to receive State Financial Assistance. Schedules of State Financial Assistance are available upon request.

d. PENSION PLANS

The Village participates in the New York State and Local Employees' Retirement System. This is a cost sharing multiple public employer retirement system.

Obligations of employers and employees to contribute are governed by the New York State Retirement and Social Security Law. The Systems offer a wide range of plans and benefits, death and disability benefits and optional methods of benefit payments. All benefits generally vest after five years of credited service.

The New York State Retirement and Social Security Law provides that all participants in the System are jointly and severally liable for any actuarial unfunded amounts. Such amounts are collected through annual billings to all participating employers.

e. COMPUTER SYSTEMS

The Village utilizes various accounting software programs for the various accounting and payroll functions. All accounting and payroll operations are performed in-house on computers. Individual reports are available on an ad hoc basis. The system maintains all journals and ledgers.

f. AVAILABILITY OF PRIOR REPORTS AND WORK PAPERS

The Village will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

H. TIME REQUIREMENTS

a. PROPOSAL CALENDAR

The following is a list of key dates, up to and including the date, when proposals are due to be submitted:

Request for proposal issued: 4/8/25
Due date for proposals: 5/2/25

b. NOTIFICATION AND CONTRACT DATES

Selected firm(s) notified: on or after 5/12/25
Contract date: 5/13/25

c. DATE AUDIT SHALL COMMENCE

To be determined. The Village will have all records ready for audit and all management personnel available to meet with the firm's personnel as of July 1, 2025.

d. SCHEDULE FOR THE 2024/2025 FISCAL YEAR AUDIT

Each of the following should be completed by the Auditor no later than the dates indicated:

- i. Interim Work: The Auditor shall complete interim work by **7/15/2025** in order to commence detailed audit field work by **7/15/2025**.
- ii. Detailed Audit Plan: The Auditor shall provide the Village with both a detailed audit plan and a list of all schedules to be prepared by the Village prior to **7/31/2025**.
- iii. Fieldwork: The Auditor shall complete all fieldwork by **8/15/2025**.
- iv. Draft Reports: The Auditor shall have drafts of the audit report(s) and recommendations to management available for review by the Village Treasurer by **8/31/2025**.

e. ENTRANCE CONFERENCES, PROGRESS REPORTING AND EXIT CONFERENCES

At a minimum, the following conferences shall be held as indicated on the schedule at mutually convenient times:

Entrance conference with the Village Treasurer, all key finance department personnel and department heads of key offices or programs as determined by the Village Board of Trustees. The purpose of this meeting will be to establish overall liaison for the audit and to make arrangements for work space and other needs of the Auditor.

Progress conference will be held as needed with the Village Treasurer and department heads of key offices or programs. The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.

Exit conference with the Village Treasurer, finance department personnel and department heads of key offices or programs, as needed. The purpose of this meeting will be to summarize the results of the field work and to review significant findings.

In addition, the Auditor will meet with the Village Board of Trustees to review the final audit report and management letter, prior to acceptance by the Village Board of Trustees.

f. DATE FINAL REPORT IS DUE

The Auditor shall prepare the financial statements, notes and all required supplementary schedules and statistical data. The Auditor shall also provide all recommendations, revisions and suggestions for improvement to the Village Treasurer. The Village Treasurer will complete the review of the draft report of the audited financial statements as expeditiously as possible. During that period, the Auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be prepared in time for the timely acceptance by the Board by September 15, 2025. It is the responsibility of the auditor to confirm the deadline dates for the inclusion of the final audit report and management letter in the September Board Meeting Agenda packet.

The final report and up to 7 (seven) signed copies should be delivered to the Village Clerk at the Village Offices. *The Village may at its discretion, request a lesser number of signed, printed copies of the reports and/or request instead, an electronic copy of the reports in pdf format.

**I. ASSISTANCE TO BE PROVIDED TO THE AUDITOR
AND REPORT PREPARATION**

a. FINANCE DEPARTMENT AND CLERICAL ASSISTANCE

The finance department staff of the accounting firm that is contracted to perform the Village's accounting functions and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the Village. The Auditor will be responsible for providing draft copy of letters and memoranda.

b. ELECTRONIC DATA PROCESSING (EDP) ASSISTANCE

Personnel will be available to provide systems documentation and explanations. The Auditor will be provided computer time and access to the Village's computer hardware and software on mutually agreed terms.

c. SCHEDULES TO BE PREPARED BY VILLAGE'S STAFF

The staff of the Village will prepare those schedules for the Auditor as mutually agreed to.

**d. WORK AREA, TELEPHONES, PHOTOCOPYING AND FAX
MACHINE**

The Village will provide the Auditor with reasonable work space, desks and chairs. The Auditor will also be provided with access to telephone lines, photocopying facilities and FAX machines for Village related business use only.

e. REPORT PREPARATION

Report preparation, editing and printing shall be the responsibility of the Auditor.

J. PROPOSAL REQUIREMENTS

a. GENERAL REQUIREMENTS

i. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to

**Erlyssa LeBeau,
Village Treasurer
Village of Fredonia
9-11 Church Street Fredonia, NY 14063
Phone: (716) 679-2314
Email: treasurer@villageoffredoniany.gov**

ii. Submission of Proposals

The following material is required to be received by **Friday, 5/2/2025** for a proposing firm to be considered:

- a. The proposer shall submit two (2) copies of the Technical Proposal which should include the following:

Title page showing the request for proposals subject, the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

Table of Contents

Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for services to be rendered.

Detailed Proposal - The detailed proposal should follow the order set forth in Section VI.B. of this request for proposals.

- b. The proposer shall submit two (2) copies of a dollar bid proposal.
- c. Proposers should send the completed proposal to:

Erlyssa LeBeau
Village Treasurer
Village of Fredonia
9-11 Church Street
Fredonia, NY 14063
Email: treasurer@villageoffredoniany.gov

*** Proposals may be submitted electronically. If submitting electronically, submit ONE file in pdf format for Technical Proposal, and ONE file in pdf format for the dollar bid proposal. Electronic proposals should be e-mailed to: treasurer@villageoffredoniany.gov prior to the deadline for submission of proposals.**

**b. TECHNICAL PROPOSAL
(NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL)**

- i. **General Requirements:** The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Village in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the dollar cost bid). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos 2 through 11, must be included. They represent the criteria against which the proposal will be evaluated.

- ii. **Independence:** The firm should provide an affirmative statement that is independent of the Town as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (1994 Revision). The firm should also list and describe the firm's professional relationships involving the Village for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit. In addition, the firm shall give the Village written notice of any professional relationships entered into during the period of this agreement.
- iii. **License to Practice in the State of New York:** An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of New York.
- iv. **Firm Qualifications and Experience:** The proposer should state the size of the firm, the size of the firm's municipal audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal Auditor should be noted, if applicable. The firm is also required to submit a copy of the report on its most recent external quality control/peer review, with a statement whether that quality control/peer review included a review of specific municipal engagements.

The firm shall also provide information on the results of any Federal or State desk reviews or field reviews of its audits during the past three (3) years with state regulatory bodies or professional organizations.

Indicate the firm's experience in dealing with the Governmental Finance Officers Association, and the New York State Office of the State Comptroller.

Describe any periodical or occasional publications produced by the firm in the municipal accounting and auditing area.

Describe the firm's experience in assisting municipalities in communication with rating agencies and preparation of official statements.

- v. **Partner, Supervisory and Staff Qualifications Experience:** Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in the State of New York. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of

the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Village. However, in either case, the Village retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the Village, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

- vi. **Prior Engagements with the Village:** List separately all engagements within the last five years, ranked on the basis to total staff hours, for the Village by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.
- vii. **Similar Engagements with other villages:** For the firm's office that will be assigned responsibility for the audit, list engagements (maximum – 5) performed in the last five years that are similar to the engagement described in this request for proposals.

These engagements should be ranked on the basis of total staff hours, and the name and telephone number of the principal client contact.
- viii. **Specific Audit Approach:** The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the Village budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement - **NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL**
- c. Sample sizes and the extent any statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement

- f. Approach to be taken to gain and document an understanding of the Village's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance
- ix. Identification of Anticipated Potential Audit Problems: The proposal should identify and describe any anticipated audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Village.
- x. Report Format: The proposal should include sample formats for required reports.
- xi. Other Information: Provide any other information that you believe will assist the Village in making its selection. Such information may be in this last section of the proposal or may be represented in one or more appendixes.

c. DOLLAR COST BID

- i. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Village will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- a. Name of firm;
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Village;
 - c. A Total All-Inclusive Maximum Price for the engagement.
- ii. Rates by Partner, Specialist, Supervisory and Staff Level, multiplied by Hours Anticipated for Each

The second page of the dollar cost bid should include a schedule of professional fees and expenses that supports the total all-inclusive maximum price. The cost of special services described in Section II.E of this request for proposal should be disclosed as separate components of the total all-inclusive maximum price.

iii. **Out-Of-Pocket Expenses Included in the Total All-Inclusive Maximum Price**

Out-of-pocket expenses for the firm personnel (e.g., travel, lodging and subsistence) will be the responsibility of the Auditor. All estimated out-of-pocket expenses should be included in the Total All-Inclusive Maximum Price.

A statement must be included in the dollar cost bid stating the Auditor will not seek reimbursement for travel, lodging, subsistence, or other out-of-pocket costs incurred in connection with the audit of the Village's finances separate from the Total All-Inclusive Maximum Price.

iv. **Rates for Additional Professional Services**

If it should become necessary for the Village to request the Auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Village and the firm. Any such additional work agreed to between the Village and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

v. **Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

K. EVALUATION PROCEDURES

a. EVALUATIONS

Proposals submitted will be evaluated by the Village Treasurer, the Mayor and the Board of Trustees.

b. EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

i. **Mandatory Criteria**

- a. the audit firm is independent and licensed to practice in the State of New York;

- b. the firm meets independence standards, including having no conflict of interest with regard to any other work performed by the firm for the Town;
- c. the firm submits a copy of its last external quality control/peer review report and the firm has a record of quality audit work; and,
- d. the firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

ii. Technical Criteria

- a. Expertise and Experience
 - the firm's past experience and performance on comparable municipal engagements;
 - the quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation; and,
 - the firm's record of meeting the continuing education requirements as set forth in publications of New York State Board of Regents, the AICPA and Government Auditing Standards.
- b. Audit Approach
 - the adequacy of proposed staffing plan for various segments of the engagement;
 - the adequacy of sampling techniques; and
 - the adequacy of analytical procedures

iii. Cost Criteria

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

The Village reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

c. ORAL PRESENTATIONS

During the evaluation process, the Village may, at its discretion, request any or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Village may have on a firm's proposal.

Not all firms may be asked to make such oral presentations.

d. FINAL SELECTION

The Village Board of Trustees will select firm(s) and it is anticipated that firm(s) will be selected by **May 12, 2025**. Following notification of the firm(s) selected, it is expected that contracts will be executed between the parties effective **5/13/2025**.

e. RIGHT TO REJECT PROPOSALS

Submission of proposal indicates acceptance by the firm of the conditions contained in this request for proposal submitted and confirmed in the contract with the Village.

The Village reserves the right without prejudice to reject any or all proposals.

