

# REQUEST FOR PROPOSAL/QUALIFICATIONS FOR AUDITING SERVICES

Issued by  
Borough of Conshohocken Authority



Date Issued: July 10, 2025  
Submittals Due by September 3, 2025

## **REQUEST FOR PROPOSAL - AUDIT SERVICES**

The Board of Directors of the Borough of Conshohocken Authority of Montgomery County, Pennsylvania, hereinafter called "the Authority," invites qualified auditing firms, hereinafter called "Auditors," having sufficient nonprofit and auditing experience in performing an audit to submit a proposal.

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

The specific details herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern any resulting engagement award(s) unless approved otherwise in writing by the Authority.

### **Description of the Borough of Conshohocken Authority**

The Borough of Conshohocken Authority is a municipal entity treating sewer for over 4,000 customers in Conshohocken Borough, West Conshohocken Borough and Plymouth Township, Montgomery County. It is governed by a 5-member Board of Directors.

For more information and a description of our Authority, visit our web site at [www.conshohockensa.com](http://www.conshohockensa.com). The administrative office is located at 400 Fayette Street, Conshohocken, PA. 19428 and the physical wastewater treatment facility of the Authority is located at 601 E. Elm Street, Suite 200, Conshohocken, PA. 19428.

### **Services to be Performed**

Please ensure your proposal covers the following services:

1. Annual financial audit for fiscal (calendar) year
2. Annual retirement plan review
3. PA DCED Reporting
4. Depreciation Schedule
5. Guidance, and other procedures considered necessary to express an opinion

### **Requirements**

The Auditor will be responsible for the preparation, typing, proofing, printing, and copying of the Basic Financial Statements and supplementary information. The Auditor will submit a draft of the Financial Statements to be reviewed to the Authority.

A presentation to the Board of Directors will be scheduled.

### **Description of Selection Process**

The Auditor best meeting the Authority's expectations for expertise, audit approach and cost will be selected.

Please contact the Finance Director for clarification of any of the above, via email [sstewart@conshohockensa.com](mailto:sstewart@conshohockensa.com).

The Authority reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the Authority.

### **Proposal Requirements**

1. Proposed fee structure for year of the proposal period (1-year; ending 12/31/2026), as well as a 3-year proposal. Completely identify and itemize any other potential costs.
2. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure.
3. Describe additional assistance expected from Authority staff, other than outlined in the RFP.
4. Tentative schedule for completing the audit.

### **Time Schedule for Awarding the Contract**

Proposals signed by authorized officials will be accepted via email at [sstewart@conshohockensa.com](mailto:sstewart@conshohockensa.com) until **September 3, 2023, at 2:00 pm**. Subject line should read "Response to RFP – Auditing Services". The Finance Director and Executive Director will review the proposals and make a recommendation to the Board of Directors on or before October 18, 2023, at which time the engagement will be awarded. Notification of the award will be emailed within five business days.

#### **Send submittals to:**

Shannon Stewart, BCA Finance Director

400 Fayette Street, Suite 200

Conshohocken, PA. 19428