

Quote Request

Financial Auditing Services for Allies & Ross Management & Development Corporation (ARMDC)

Quotes due May 17, 2013 @ 11:00 a.m.

Fax to Corinne Lisefski at (412) 456-5007

Scope of Work

The contractor will be responsible for services including but not limited to the services as described below:

The selected offeror will be responsible for the: audit of financial statements. The year for the engagement will be the year ending December 31, 2012. The audit is to be performed in accordance with generally accepted auditing standards, the standards.

Major areas of the ARMDC operations are specifically described below:

Compliance Requirements / Reports to be Issued

Following the completion of audited fiscal year, the auditor shall issue reports necessary to comply with the ARMDC's reporting requirements:

1. One (1) independent auditor's report on the general purpose financial statements of the ARMDC in conformity with generally accepted accounting principles.
3. Schedule of Findings.
4. Management Letter with Recommendations for Improvements in ARMDC Operations.

The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

The report on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance.

The auditor shall complete the audit, the appropriate reports and submit all electronic data to REAC within 9 months of the end of the audited year, no later than September 15th.

The selected Offeror must be prepared to submit regular and on-going written reports of progress in attaining objectives. All information collected and analysis performed during the course of the contract, including working papers, is the property of the ARMDC and must be turned over to the ARMDC as components of the contract are completed.

The selected auditor must provide up to 10 (ten) copies of all reports and related documents. The exact amount required will be based on need and provided to the auditor at the end of the engagement at the time of printing. Additionally, an electronic version of all reports and related documents must be provided to the ARMDC.

Please contact Corinne Lisefski at 412.456.5000 ext 8546 with any questions about the above scope.

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Due: 5/17 11am

Total Bid amount for all work: \$ _____

Total Bid amount _____ **dollars**
In words

Contract award will be based on total bid amount

(Please print clearly)

Company Name: _____

Signature: _____

Print Name: _____
(of person signing)

Address: _____
(of company)

Phone Number: _____ **Fax:** _____

Email: _____