

COST PROPOSAL FOR
EXTERNAL AUDITING SERVICES
For the Fiscal Year Ending June 30, 2023
With an Option to Renew for the Years Ending
June 30, 2024, 2025, 2026 and 2027

PRESENTED TO
YONKERS CITY SCHOOL DISTRICT

October 28, 2022

Presented To:

Ms. Debra Censi
Purchasing Department

Submitted By:

Nicholas DeSantis, Partner;
ndesantis@pkfod.com
Jeffrey Shaver, Partner;
jshaver@pkfod.com

PKF O'Connor Davies, LLP
500 Mamaroneck Avenue
Harrison, New York 10528

(914) 421-5600



KNOW
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VALUE®

October 28, 2022

Debra Censi, Purchasing Department
Yonkers City School District
One Larkin Center, 3rd Floor
Yonkers, New York 10701

Dear Ms. Censi:

PKF O'Connor Davies is pleased to present this cost proposal for providing external auditing services to the Yonkers City School District, New York ("School District") for the fiscal year ending June 30, 2023; with an option to renew for the years ending June 30, 2024, 2025, 2026 and 2027. We have an understanding of the work to be performed based on our review of the request for proposal and our prior experience with the School District.

Nicholas DeSantis and Jeffrey Shaver, Public Sector Partners of PKF O'Connor Davies, are authorized to represent the Firm, submit bids and sign a contract with the School District. This letter provides information regarding services we may provide for the School District according to the RFP. We are a team of seasoned professionals, who have extensive experience in the government sector. Submitted along with this Cost Proposal, our Technical Proposal contains a schedule of engagements with other school districts as well as a client list and references.

PKF O'Connor Davies' Partners and professionals look forward to continuing a solid working relationship with the School District based on professionalism and trust. We will be responsive to the School District's needs, providing the highest caliber of professional service in this specialized area. PKF O'Connor Davies' Partners will demonstrate our commitment to satisfying the School District's financial objectives. We are committed to making every effort to meet and exceed your expectations.

Our standard method of charging for any special requests, reports or broadening the scope of the work beyond that described in the request for proposal is on an hourly basis, at our standard hourly rates. Special projects can also be performed on a fixed-fee basis if the School District prefers. The following Cost Proposal is firm and irrevocable for a period of one hundred and twenty (120) days from the date of this letter.

We look forward to speaking with you and having the opportunity to answer any questions about our proposal or any other matter of concern. If you have any questions regarding our proposal or any other matter of concern, please do not hesitate to contact us directly at (914) 421-5600 or ndesantis@pkfod.com and jshaver@pkfod.com

Very truly yours,



Nicholas DeSantis
Partner



Jeffrey C. Shaver
Partner

TABLE OF CONTENTS

Engagement Fees.....4

ENGAGEMENT FEES

We are committed to continue to provide you with exceptional service. We are confident that we deliver the highest quality of service; we have extensive training and review processes in place to ensure it and our outstanding record of peer reviews confirms it.

Nicholas DeSantis and Jeffrey Shaver, partners of PKF O'Connor Davies, are authorized to represent the Firm, empowered to submit the bid, and authorized to sign a contract with the School District.

Our fees for services for the years ending June 30, 2023 through 2027 is as follows:

	At School District's Option				
Professional Services:	2023	2024	2025	2026	2027
Audit of Basic Financial Statements, Extraclassroom Activities and Uniform Grant Guidance (Single Audit) *	\$127,000	\$132,000	\$137,000	\$143,000	\$149,000
Agreed-Upon Procedures report on Contract for Excellence Expenditures	25,000	25,000	25,000	25,000	25,000
Less Discount	-25,000	-25,000	-25,000	-25,000	-25,000
Total Fees	\$127,000	\$132,000	\$137,000	\$143,000	\$149,000

Final Note on Fees

We have prepared a fee estimate that we believe is appropriate for the size of your operations and the scope of work required. If professional fees become an issue during your analysis and deliberations of our proposal, we would appreciate the opportunity to discuss your concerns. We are committed to providing you with exceptional service at a fair and reasonable fee not only initially, but also on a long-term basis.

The above quoted fee includes the compliance audit of two major programs in accordance with Uniform Guidance. If the School District requires more than two major programs to be audited in a given fiscal year, it will be an additional cost of \$7,500 per program per year.

Our fee is all-inclusive for travel and out-of-pocket costs incurred in connection with the audit of the School District's finances. The School District need not be concerned about being billed for each phone call. In fact, we encourage regular communication and the opportunity to deal with issues at the time they first appear.

Our fees for these services are due and payable under the payment schedule which follows. Invoices for additional amounts that may be incurred for these and other services will be rendered as such work progresses and are payable upon presentation.

<u>Payments will be due</u>	<u>Percentage</u>
Upon completion of our field work	75%
Upon submission of the final report and management letter	25%
	<u>100%</u>

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

From time to time, however, you may request that we perform services that are above and beyond the scope of the audit process, which may require the use of specialized staff and consultants. Such special services would be billed separately. We will, of course, discuss the objectives of all such projects and provide you with an estimate of the related fees before beginning any work. Further, we will provide updated estimates of time and fees should the scope of the project change before its completion.

In general, we believe the key to fees for services is clear communication of what you will receive, when you will receive it and how much it will cost. Our year-round service philosophy is that you can always be assured we are committed to delivering exemplary service with demonstrable value.

We value this opportunity to continue to provide services for the School District and welcome the opportunity to answer any questions related to our fees.

Our hourly fees by level of staff are:

	Level	2023
*	Senior Partner/Partner	\$310 - 300
**	Senior Manager/Manager	\$240 - 210
**	Supervisor	\$185
**	Senior Accountant	\$165
**	Associate	\$145
*	Represents a discount from standard rate of \$395	
**	Represents a 20% discount from standard rates	

The above rates are averages. Accordingly, an entity's actual rates may vary depending upon the department and experience level of the staff involved.

YONKERS BOARD OF EDUCATION EXTERNAL AUDITING SERVICES

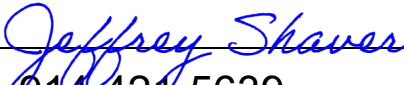
SECTION III. COST PROPOSAL

The undersigned, having carefully examined the scope of work for this RFP, does hereby agree to furnish and deliver to the City of Yonkers/Yonkers Public Schools, One Larkin Center, 3rd Floor, Yonkers, NY 10701, the following items at the prices indicated:

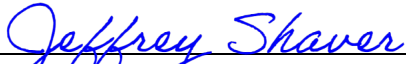
The Cost Proposal shall be presented as a **Lump Sum Cost for the June 30, 2023 engagement** to perform all tasks associated with the work as outlined in this RFP. The Lump Sum cost shall be based on the Proposer's best estimate of the magnitude/duration of time that various personnel will be required to expend to perform the work. The "Lump Sum Cost" shall be inclusive of all deliverables, and all labor (professional and clerical), benefits, overhead, profit, and **ALL** other costs required to perform the work - including, but not limited to, per diem, sub consultants, reports, communications, travel, postage, etc.

Total Cost for the June 30, 2023 Engagement: \$ 127,000

Submitted by:

Proposer's Legal Business Name:	PKF O'Connor Davies, LLP
Firm Representative: (Print Name)	Jeffrey Shaver
Title:	Partner
Signature:	
Phone:	914-421-5639
Cell:	845-313-2297
Email:	jshaver@pkfod.com
Date:	October 24, 2022

YONKERS BOARD OF EDUCATION EXTERNAL AUDITING SERVICES

RFP-467: Yonkers Board of Education External Auditing Services		
Consultant Compensation Schedule for Additional Audits & Additional Services if Requested		
Description	Units	Rate
Additional Audits		
June 30, 2024 *	Lump Sum	\$132,000
June 30, 2025 *	Lump Sum	\$137,000
June 30, 2026 *	Lump Sum	\$143,000
June 30, 2027 *	Lump Sum	\$149,000
* Base Fee includes two Single Audit Programs, \$7,500 per program thereafter		
Additional Services		
Sr. Partner / Partner	Hourly	\$310 - \$300
Sr. Manager / Manager	Hourly	\$240 - \$210
Supervisor /Supervisory Staff	Hourly	\$185
Sr. Accountant	Hourly	\$165
Other Titles – Associate	Hourly	\$145
Proposer's Legal Business Name:	PKF O'Connor Davies, LLP	
Firm Representative: (Print Name)	Jeffrey Shaver	
Title:	Partner	
Signature:		
Date:	October 24, 2022	