

**REQUEST FOR QUALIFICATIONS
FOR AUDIT SERVICES FOR THE YEARS ENDING DECEMBER 31, 2010 AND 2011
LACKAWANNA COUNTY PERFORMING ARTS CENTER AUTHORITY**

JUNE 27, 2011

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received and reviewed by the Lackawanna County Performing Arts Center Authority (the "Authority") for the performance of the Lackawanna County Performing Arts Center Authority 2010 and 2011 Audits.

Respondents must submit their written proposal by **1:00 p.m.** prevailing time on **Friday July 22, 2011**.

Submissions received will be reviewed and evaluated by the Authority, based upon such criteria as the Authority, in its sole discretion, deems appropriate. The Authority reserves the right to request clarification or additional information from any respondent. The Authority, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Authority will enter into negotiations, or may reject all proposals.

The Authority reserves the opportunity to modify this Request for Qualifications at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

PURPOSE:

The purpose of this Request for Qualifications is to solicit submissions from qualified firms and/or individuals to provide professional services on behalf of the Authority in connection with financial audits. The audit will include all Authority funds at December 31, 2010 and 2011, and for the years ended. Anticipated start dates are requested as August 1, 2011, and end date as September 30, 2011, for the year ended December 31, 2010; March 1, 2012, and end date May 31, 2012, for the year ended December 31, 2011.

PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

1. Four (4) copies of the proposal must be provided. Qualifications must be submitted to the Lackawanna County Performing Arts Center Authority, c/o Mary Ellen Clarke, Executive Secretary to the Authority, 200 Adams Avenue, 5th Floor, Scranton, Pennsylvania 18503. Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal clearly marked on the outside of the envelope. The Lackawanna County Performing Arts Center Authority assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.
2. All questions regarding this Request for Proposal should be made in writing to the Lackawanna County Performing Arts Center Authority, c/o Mary Ellen Clarke, Executive Secretary to the Authority, 200 Adams Avenue, 5th Floor, Scranton, Pennsylvania 18503.

CRITERIA FOR EVALUATION OF PROPOSAL:

The Authority will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the accounting and auditing field.
2. Experience and reputation with respect to governmental entities;
3. Knowledge of the subject matter of the services to be provided to the Authority;
4. Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Authority;
5. Availability to accommodate any required meetings of the Authority;
6. Maintenance of an office in Lackawanna County; and
7. Other factors determined to be in best interest of the Authority, in the Authority's sole discretion.

PROPOSAL

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted

constitutes a firm offer to the Authority that cannot be withdrawn for ninety (90) days from the proposal due date.

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** – All proposals submitted to the Authority must include the following:
 - a. Name, address, and brief description of your firm;
 - b. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the Authority;
 - c. A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
 - d. A statement that your firm is not involved in any current litigation with the Authority.
3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of the Authority.

CONFIDENTIALITY:

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Authority. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.