



ERIE COUNTY COMPTROLLER KEVIN R. HARDWICK

May 29, 2026

Honorable Michael P. Kearns
Erie County Clerk
92 Franklin Street
Buffalo, New York 14202

Re: Erie County Comptroller's Office Analysis of the Request for Proposal (RFP) process for the Northtowns Auto Bureau location

Dear Mr. Kearns:

The Erie County Comptroller's Office is conducting an analysis of the Request for Proposal (RFP) process relating to the proposed Northtowns Auto Bureau location recently undertaken by the Erie County Clerk's Office.

The objectives of this evaluation are to:

- Assess whether the RFP process was conducted in accordance with Erie County Purchasing Policies and Procedures, applicable provisions of New York State General Municipal Law, and other relevant County rules and regulations.
- Evaluate whether the solicitation process promoted open and fair competition and provided equal opportunity for qualified respondents.
- Determine whether proposal evaluation criteria were clearly established, consistently applied, and adequately documented throughout the selection process.
- Review whether the selection and recommendation process was supported by sufficient documentation and appropriate approvals.
- Assess whether conflicts of interest, ethical considerations, and procurement safeguards were properly addressed during the procurement process.
- Evaluate whether the proposed lease arrangement and site selection process considered the County's operational needs, financial interests, and long-term value.
- Determine whether negotiations, communications, and scoring methodologies associated with the RFP process were appropriately documented and maintained in accordance with County recordkeeping requirements.

To assist in scheduling and planning, please provide the contact information for the current lease holder of the Northtowns Auto Bureau location.

Additionally, please identify the appropriate point of contact for this evaluation so that we may coordinate an entrance meeting to discuss the scope, objectives, and timing of our review. Your cooperation in providing access to records and personnel is appreciated and will assist us in completing our work in an efficient and timely manner.

Please contact me at 716-858-6927 or by email at Mary.Nytz-Hosler@Erie.gov if you have any questions or concerns.

Sincerely,



Mary K. Nytz-Hosler
Deputy Comptroller – Audit Division
Erie County Comptroller's Office

cc: Hon. Mark C. Poloncarz, Erie County Executive
Hon. Kevin Hardwick, Erie County Comptroller
Hon. John Bargnesi, Jr., Erie County Legislator
Erie County Legislature
Vallie Ferraraccio, Director of Purchase