Date: Friday, June 24, 2022

Request for Qualifications for Audit Services for Dolton Public Library District

 To Whom It May Concern:

The Dolton Public Library District is accepting qualification proposals from Certified Public Accounting firms to provide audit services for our District. We invite your firm to submit a proposal to us by **5:00 p.m. on Monday, July 11, 2022**, for consideration. A description of our library district, the services needed, and other pertinent information follows.

**Description of the Dolton Public Library District**

The Dolton Public Library District was established as a tax-supported public library in 1954 and currently serves a population of approximately 21,500, serving the population of Dolton, IL within Thornton Township. The District is governed by an elected board of seven trustees, all residents of the District, and is administered by a Library Director. The District provides general library services, circulation, reference, youth/adult services, and programming; as well as ancillary services, such as meeting rooms, computers, wireless hotspot, photocopiers, and voter registration. The District has their own janitorial services and building maintenance services. It contracts out for legal services, engineering services, and accounting services. The primary source of funding for the District is a property tax in perpetuity. The District has a June 30 fiscal year end, with a requirement to file an Audit Report and Annual Financial Report with the Illinois State Comptroller and Cook County Clerk within 180 days after fiscal year end (75ILCS16/30-45; 35ILCS 200/30-30 and 50 ILCS 310/1). A copy of the District's most recent audited annual financial statement is available if requested. .

**Service to Be Performed**

Your proposal is expected to cover the completion of the audit of the District's annual financial statement in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report with the Comptroller and will include meetings with the District's Administration team and/or Board of Trustees as necessary.

In addition to the above services, the proposal is expected to cover a management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency. Also, it should cover the firm's availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

**Term of Engagement** A single-year contract for fiscal year 2022 is contemplated. It is the intent of the District's board of trustees to continue its relationship with the auditor for no less than five years, subject to an annual review by the board.

**Key Personnel**

Following are key contacts for information you may seek in preparing your proposal: Ms. Allyson Withers, Library Director (708-849-2385, ext. 7), President Sherry Jackson, President of the Board, and Trustee Louise Copeland, Vice President of the Board

Requests for additional information, visits to our site, review of prior financial statements, and/or appointments with library trustees and staff should be coordinated through the Library Director. You may reach me at the number listed above. Please return the completed proposal to my attention at the following address. Please submit 10 copies of the proposal.

Allyson Withers Library Director Dolton Public Library District 14037 Lincoln Avenue Dolton, IL 60419

**Other Information**

Working Papers

The working papers shall be retained for at least five years. The working papers will be available for examination by authorized representatives of the State of Illinois, and if required, the cognizant federal audit agency and the General Accounting Office.

Government Accounting Standards Board

It is expected that your firm will have experience and adequate staff available to meet any changes brought forth by GASB. The District expects the successful proposer to advise, as necessary, on related accounting and reporting concerns.

**Your Response to This Request for Proposal**

In responding to this request, we request the following information:

1. Detail your firm's size, structure, and experience in providing auditing services to public libraries, as well as other government agencies.

 2. Provide information on whether you provide services to any related industry associations or groups.

 3. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.

4. Identify substantive clients your firm (or office) has lost in the past three years and the reasons. Also, discuss, any instances where loss of the client was due to an unresolved auditing or accounting matter, and the process of attempting to resolve the issue(s).

5. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies.

6. Describe how your firm will approach the audit of the District, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit.

 7. Set forth your fee proposal for the 2022 audit, with whatever guarantees can be given regarding increases in future years. You may also additionally propose fees for three- or five-year terms of engagement.

8. Provide the names and contact information for other, similarly sized public library clients of the partner and manager that will be assigned to our organization for reference purposes.

**Timeframe**

Please provide a timeline that addresses the following activities and any others that are appropriate.

 1. Planning and interim testing [Date]

 2. Meet with the Administration team to discuss the audit plan [Date]

 3. Receive a list of client-provided documents and requests [Date]

 4. Begin fieldwork (approximately XX weeks) [Date]

 5. Financial statement draft for management review [Date]

6. Presentation of draft audit report and comments to the District's Administration team and Board of Trustees. [Date]

7. Issue final audit report (XX bound copies) [Date] [10 copies]

**Evaluation of Proposals**

Please submit your response to this request for proposal by **5:00 pm. on Monday, July 11, 2022**. We would also appreciate a response if you decline to submit a proposal. The Dolton Public Library District will evaluate proposals on a qualitative basis based on responses to the aforementioned 8 items and timeframe. The District reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to do the audit. We anticipate the successful candidate will be notified by **Tuesday, July 26, 2022.**

Sincerely

Allyson Withers

Library Director