



Round Lake Area Public Library

REQUEST FOR PROPOSAL FOR ACCOUNTING SERVICES

March 24, 2016
Round Lake Area Public Library
906 Hart Rd.
Round Lake, IL
60073

The Round Lake Area Public Library is requesting written proposals for conducting the monthly financial work of its financial statements. You are invited to respond to the enclosed Request for Proposal (RFP).

The Round Lake Area Public Library serves a diverse community of 40,400 residents. The library has an annual operating budget of approximately \$2.8 million and employs 62 staff members that keep the library running for 68 hours per week.

If you have any questions or need any additional information, please contact Jim DiDonato or Robbyn Allbee at 847-546-7060.

Sincerely,

Jim DiDonato
Executive Director
Round Lake Area Public Library
Enclosure



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GENERAL INFORMATION

The Round Lake Area Public Library is requesting proposals from qualified firms of certified public accountants to perform its monthly financial work and perform year end work as directed by our auditing firm. The library does provide the ability to work remotely.

Five print copies of the proposal should be delivered to Robbyn Allbee at Round Lake Area Public Library by 3:00 p.m., May 9, 2016. Round Lake Area Public Library reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

TERM OF ENGAGEMENT

Engagement can be voided by either party provided a 90 day written notice is provided.

NATURE OF SERVICES REQUIRED

The accounting work shall be performed in accordance with generally accepted accounting standards, promulgated by the American Institute of Certified Public Accountants and the Government Accounting Standards Board. The examination will also be made in compliance with the laws of the State of Illinois. The accountant shall issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.

This includes, but is not limited to:

- Monthly Financial Statements
 - Cash and Fund Balance Sheets
 - Statement of Revenue and Expenditures
 - Estimated Receipts and Appropriations Compared to Actual
- Audit work directed by the auditor
- Interfund Transfer Ordinances
- Monthly bank statement reconciliation
- Monthly credit card reconciliation
- Payroll reconciliation
- Monthly investment statement work



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A sample monthly reports can be found at

<http://www.rllibrary.org/images/homepage/Board/Accountant-Report-November-18-2015.pdf>

ASSISTANCE TO BE PROVIDED TO THE ACCOUNTANT

Staff will be available during the accounting work to assist the firm by providing information, documentation and explanations. Report preparation shall be the responsibility of the accountant. The requested reports shall be furnished to the library no later than one week prior to each Board Meeting. The Board normally meets on the 4th Wednesday of the month.

PROPOSAL REQUIREMENTS

A. Technical Proposal

1. Independence

The firm should provide an affirmative statement that is independent of the Round Lake Area Public Library as defined by the most recent generally accepted accounting standards/the U.S. General Accounting Office's Government Auditing Standards.

2. License to Practice in Illinois

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Illinois.

3. Firm Qualifications and Experience

Information should be provided to indicate relevant qualifications and experience with similar type organizations. Knowledge of Quickbooks is essential.

4. Partner, Supervisory and Staff Qualifications and Experience

A written introduction to your team and their qualifications is expected.

5. Similar Engagements with Other Government Entities

List the most significant engagements performed in the last five years that are similar to the engagement described in this request for proposal.

6. Specific Accounting Approach

Proposers will be required to provide information on their accounting approach and an explanation of their transition approach.



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EVALUATION CRITERIA

Proposals will be evaluated on the basis of their responses to all provisions of this RFP. Round Lake Area Public Library may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The list is in percentage of importance.

- A. Understanding of and experience in drafting financial statements for governmental entities, as demonstrated by the proposal; (25%)
- B. Recent experience in work of a similar scope; (25%)
- C. Educational background, work experience related to consulting experience; (15%)
- D. Price; (15%)
- E. Compliance with RFP requirements; (10%)
- F. References; (10%)

Round Lake Area Public Library may also contact and evaluate the proposer's references; contact any proposer to clarify any response; contact any current user of a proposer's services; solicit information from any available source concerning any aspect of a proposal; and see and review any other information deemed pertinent to the evaluation process.

The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make a recommendation to the Round Lake Area Public Library's Board of Trustees for an award in the best interests of Round Lake Area Public Library.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be in question/answer format for the purpose of clarifying the intent of any portions of the proposal.

The individual who will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the selected vendor. Award is contingent upon the successful negotiations of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, Round Lake Area Public Library may negotiate a contract with the next highest scoring vendor or withdraw the RFP.



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Round Lake Area Public Library reserves the right without prejudice to reject any or all proposals.

The price should include all direct and indirect costs including out-of-pocket expenses for the Library's monthly accounting work, to include those additional services required by the Auditing firm.

TIME REQUIREMENTS

- Library Issues RFP: March 24, 2016
- Submission Deadline: 3:00 P.M., May 9, 2016
- Projected Candidate Interviews: week of May 16, 2016
- Proposals Presented to Board: May 25, 2016
- Projected Start Date: July 1, 2016

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