

## **Audit Services Request for Proposals**

The Schaumburg Township District Library (STDL) will accept proposals from Certified Public Accounting firms to provide audit services for our District Library. Visit <https://www.schaumburglibrary.org/bids> to view this document online.

### **Description of Schaumburg Township District Library**

Schaumburg Township District Library (the “District”) was established as a tax-supported public library district in 1970 and currently serves a population of approximately 135,000 in portions of Schaumburg, Hanover Park, Hoffman Estates, Roselle, Streamwood, and Elk Grove Village. An elected board of seven Trustees governs the District for all residents and is administered by an Executive Director.

The District provides general library services such as circulation, reference, reader’s advisory, programming, and outreach. Additionally, the library provides ancillary services, such as meeting rooms, study rooms, computers, wireless hotspots, and photocopiers.

The primary source of funding for the District is property tax in perpetuity. The District has a June 30 fiscal year-end, and it must file an Audit Report and Annual Financial Report with the Illinois State Comptroller and Cook County Clerk within 180 days after the fiscal year-end (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/2). A copy of the District’s most recent audited annual financial statement is available on our website at [www.schaumburglibrary.org/about/board/financials](http://www.schaumburglibrary.org/about/board/financials).

### **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 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 to the Comptroller and 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. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by accepted auditing standards. This includes, but is not limited to, services related to GASB Statement 96, Accounting and Financial Reporting Subscription-Based Information Technology Arrangements, and reporting requirements. Also, it should cover the firm’s availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

### **Terms of Engagement**

It is the intent of the District’s Board of Trustees to continue its relationship with the auditor for multiple years and is open to proposals for multi-year terms.

## **Termination**

This Agreement may be terminated or suspended by the District, in whole or in part, for convenience and without cause upon five (5) days' written notice. In the event of such termination, the auditor will be paid for all approved Services rendered to the date of termination. Upon such payment, all obligations of the District to the Auditor under this Agreement shall cease. Furthermore, in the event of such termination, the auditor shall promptly deliver to the District all Instruments of Service generated in the performance of its Services under this Agreement up to and including the termination date.

The District shall have the right to terminate this Agreement immediately and without notice upon the auditor's default of its obligations hereunder or its violation of any federal or state laws or local regulations or ordinances. In the event of such termination, payment to the auditor of any sums earned to the date of such termination shall be in full satisfaction of any and all claims by the Auditor against the District under this Agreement. Acceptance of sums paid by the Auditor shall constitute a waiver of any and all claims that the Auditor may assert against the District. Furthermore, in the event of such termination, the Auditor shall promptly deliver to the District all Instruments of Service generated in the performance of its Services under this Agreement up to and including the date of termination.

## **Relationship with Current Auditor**

ATA Group, LLC CPAs and Advisors has provided these services since 2018 and have been satisfied with all years of work. The District is seeking a rotation in accounting firms and to review other firms' proposals. In preparing your proposal, be advised that management will permit communication with the current auditor and for the current auditor to communicate with the firm selected.

## **Other Information**

### No conflict of interest

The Auditor represents and certifies that, to the best of its knowledge, (1) no District employee or agent is interested in the business of the Auditor or this Agreement; (2) as of the date of this Agreement, neither the Auditor nor any person employed or associated with the Auditor has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Auditor nor any person employed by or associated with the Auditor shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

### Non-discrimination

In all hiring or employment by the Auditor pursuant to this Agreement, there shall be no discrimination against any employee or applicant for employment because of age, race, gender, gender identity, creed, national origin, marital status, sexual orientation, religion, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. The Auditor agrees that no person shall

be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by, or resulting from this Agreement.

#### Sexual Harassment Policy

The Auditor certifies that its written sexual harassment policy is in full compliance with 775 ILCS 5/2-105(A)(4).

#### Working Papers

The working papers shall be retained for at least five years. They 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 a sufficient number of experienced and adequate staff available to meet the pronouncements/statements issued by GASB. The District expects the successful proposer to review all supplemental schedules and to advise, as necessary, on related accounting and reporting concerns.

#### Contract Specifications

Any claim arising out of services rendered pursuant to this agreement shall be resolved in accordance with the laws of Illinois and in the courts with jurisdiction over Cook County.

The Library will not indemnify the firm for any liability directly or indirectly arising from the firm's performance of the professional services described in this agreement. The Library will not grant any limitation of liability to the firm for claims directly or indirectly arising from the firm's performance of the professional services described in this agreement.

#### **Your Response to This Request for Proposal**

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

1. Detail your firm's ownership, size, structure, and experience in providing auditing services to public libraries and other government agencies.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the Schaumburg Township District Library.
4. Discuss your commitments to staff continuity, including your staff turnover experience in the last three years.

5. Identify the five largest clients your firm (or office) has lost in the past three years and why. Also, discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the coverage amount of your professional liability insurance and the insurer's name. Indicate if your firm has been involved in any lawsuit for similar work in the last five years arising from your performance of audit services.
7. Identify the members of your firm by name and title who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions the firm has taken concerning these people.
8. Describe how your firm will approach the audit of the District, including using 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. Finally, discuss the communication process used by the firm to discuss issues with the management and finance committee of the board.
9. Set forth your fee proposal for the initial 2025 audit, with whatever guarantees can be given regarding increases in future years. You may also propose fees for three-year or five-year terms of engagement.
10. Furnish standard billing rates for classes of professional personnel for each of the last three years.
11. Provide the names and contact information for at least three similarly sized public library clients of the supervising member of your team 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.

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| 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 and electronic copies) [Date]

### **Submission Information**

Questions must be submitted to [amiskewitch@stdl.org](mailto:amiskewitch@stdl.org) no later than 3 p.m. on Thursday, February 6, 2025. All questions received by the deadline will be posted with an answer to <https://www.schaumburglibrary.org/bids/audit-services-rfp> by 3 p.m. on Thursday, February 13, 2025.

All proposals must be submitted via email and are due by 3 p.m. on Monday, February 17, 2025.

Proposals must be emailed to [amiskewitch@stdl.org](mailto:amiskewitch@stdl.org) with a subject line of "STDL Audit Services Proposals 2025".

Late proposals will be rejected and returned to the proposer. This deadline is absolute, and proposals received after the due date and time will not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

Proposals must include all costs and be held firm for 60 days. Proposal documents, information, and answers to questions may be obtained by contacting [amiskewitch@stdl.org](mailto:amiskewitch@stdl.org).

Committee members will review proposals on Wednesday, February 26, 2025.

The award date will be Monday, March 17, 2025, at the Board Meeting.

Schaumburg Township District Library reserves the right to reject all proposals or to waive any or all informalities and technicalities in any proposals in its best interest.

The successful respondent(s) will be expected to enter into a contract with the Library pursuant to the documents that include the RFP, the vendor's proposal, the negotiation summary, and any and all other materials submitted by the vendor. The Library's only official answer or position will be the one stated in writing.

Vendors shall note that a response to this RFP does not commit STDL to any course of action resulting from its receipt. This document shall not be construed as a contract between the parties, and no communication shall create such a contract with respect to the products or services specified in this RFP. STDL will select the vendor based on the best overall solution and value and is not obligated to select the lowest price proposal. Additionally, this RFP does not commit STDL to any specific course of action. STDL reserves the right not to select any vendor or purchase any goods and services resulting from this RFP.

All proposals submitted to the Library will become the Library's property and will not be returned following the selection process. Firms submitting a proposal shall bear all costs of preparing and delivering the proposal and will not be reimbursed by the Library for these costs.