



Request for Qualifications for Professional Services

Libertyville Township (Township) is requesting interested firms to submit qualifications to provide professional services. Libertyville Township operates on a fiscal year basis beginning March 1 through February 28. The scope of the services would include but not be limited to:

- Set-up of QuickBooks for all Township funds
- Provide training on Accounts Payable, Accounts Receivable, payroll, and other applicable functions of QuickBooks
- Setup memorized reports required for the board meetings
- Ongoing training and technical support as needed after the initial set-up and training

- Monthly bank reconciliations for all accounts and related entries
- Review of general ledger detail for proper recording
- Provide journal entries for changes

- Prepare all year-end entries, including accruals entries
- Quarterly Reports for IL-941, Fed-941, and IDES
- Prepare Year End 1099's and W-2's
- Prepare all year-end reporting and filing for 501(c)3 Libertyville Township Gift Fund
- Prepare conversion entries for GASB 34 (government wide statements)
- Prepare the audit report (GASB 34 – Accrual)
- Provide audit process support

Firms interested in submitting for this opportunity should provide the following items:

- 1) Name, address, and brief history of firm
- 2) Resumes of key personnel to be assigned to Libertyville Township
- 3) Provide a complete description of at least three (3) public sector clients, or comparable clients for which the firm provided similar professional services, and reference contract information (contact person names, email addresses and telephone numbers) for each of those engagements.

Submittals should not exceed twenty five (25) pages in total. All submittals will be in digital form only and will be submitted via email to koconnor@libertyvilletownship.us no later than 4:00 p.m. CDT on Tuesday, January 16, 2018. Preference will be given to Lake County based firms with township experience.

Questions should be submitted to:

Kathleen O'Connor, Supervisor

Libertyville Township

359 Merrill Court

Libertyville, IL 60048

847.816.6800

Friday, January 5, 2018