



### **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:

- Responsible for all bank reconciliations, bi-monthly payroll, year-end W-2s, 1099s, and all required tax reports
- Provide employees with benefits and payroll information
- Provide QuickBook training on all functions of the accounting
- Process all checks, bill payments, bank deposits, reconcile monthly bank statements and related entries
- Prepare bills payable reports for Township Board Meetings
- Prepare monthly General Assistance reports for Township Board Meetings
- Compile Township accounting information for the Supervisor, Board of Trustees, Highway Commissioner, Assessor and Auditor
- Keep all financial records up-to-date and available for official annual statutory audit and trustees' review
- Attend Board meetings as needed to provide financial information
- Assist the Supervisor and the Board with the preparation of the Annual Township Tax Levy and Budget
- Assist Road Commissioner with the preparation of the monthly Road District reports, Annual GATA audit, SAMI registration, prepare invoices for IGAs and Annual Road District Levy and Budget
- Prepare all resolutions pertaining to Township finances
- Responsible for the statutory financial deadlines and reports for:

Township Tax Levy & Budget  
Road District Tax Levy & Budget  
Annual Treasurer's Report  
IMRF Wage Report  
501C3 Report  
TOIRMA

Annual Open Space Report  
Highway Commissioner's Annual Report  
Supervisor's Annual Financial Statement  
Audits  
Payroll

- Review of general ledger detail for proper recording
- Provide journal entries for changes
- Prepare all year-end entries, including accruals entries & GASB 34
- 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](mailto:koconnor@libertyvilletownship.us) no later than 4:00 p.m. CDT on Monday, November 25, 2019. 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  
Monday, November 11, 2019