



Request for Qualifications for Professional Services

Libertyville Township (Township) is requesting interested firms to submit qualifications to provide professional auditing services for units of local government. Libertyville Township has a February 28th fiscal year end, with the requirement to file the Audit and Annual Financial Report with the State of Illinois and the County of Lake within six (6) months of the fiscal year end. The Township reserves the right to reject any or all proposals submitted and to retain any or all submitted proposals. No subcontracting to another firm will be allowed. The scope of the services would include but not be limited to:

1. Annual audit of the financial statements for the year ending February 28, 2019, meeting with the Township Administrator and/or Township Supervisor, or Township Board if necessary. The audit must review the financial statements of the governmental activities, each major fund and the aggregate remaining fund including an examination of the all funds maintained by the Township as follows:
 - a. Town Fund
 - b. Road & Bridge Fund
 - c. Road and Bridge Repairs Fund
 - d. General Assistance Fund
 - e. Road and Township Insurance Funds
 - f. Road and Township IMRF Funds
 - g. Road and Township Social Security Funds
 - h. Capital Fund
 - i. 501c3 Libertyville Township Gift Fund
 - j. Any additional funds not listed
2. Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiencies.
3. Prepare, print and assemble 10 copies of the Township's annual audit report by August 1, 2019 following the close of the fiscal year.
4. In addition to the Audit, the selected firm will prepare the Annual Financial Report which they will file with the Office of the Illinois Comptroller by August 31, 2019. We acknowledge this date is subject to the availability of Comptroller's online portal.
5. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.
6. The audit will be conducted with the accounting standards generally accepted in the United States of America that provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD & A) to supplement Libertyville's basic financial statements. All information required by the Governmental Accounting Standards Board will be provided within the audit.

7. Prepare Forms 990 and AG990 – IL for Libertyville Township Gift Fund, In.

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 contact information (contact person names, email addresses and telephone numbers) for each of those engagements.
- 4) Executive Summary/Audit Objective
- 5) Additional Information

To meet the requirement of this RFP, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.

Evaluation Criteria for Proposal

The Township will use the following criteria in evaluating the firm's submitting RFPs:

- 1) Responsiveness of the written proposal to the purpose and scope of the project,
- 2) The proposed firm, local office, and audit teams governmental experience, specifically township experience,
- 3) The estimated time for completion, and
- 4) The firm's reputation in the professional community and affiliation with professional organizations.
- 5) Awarding of the contract is dependent on the parties reaching an agreement on the fees to be charged.

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, March 26, 2019.

Questions should be submitted to:

Kathleen O'Connor, Supervisor

Libertyville Township

359 Merrill Court

Libertyville, IL 60048

847.816.6800

Monday, March 11, 2019