

**EDWARDSVILLE TOWNSHIP
EDWARDSVILLE TOWNSHIP ROAD AND BRIDGE
REQUEST FOR PROPOSALS**

PROFESSIONAL AUDIT SERVICES

For the Fiscal Years Ending
March 31, 2015, 2016, and 2017

COMPLETED PROPOSALS MUST BE SUBMITTED TO

Jeanne Wojcieszak, Administrator
By 4:00 p.m. on October 15, 2014

Required for use by
Edwardsville Township
300 West Park
Edwardsville, Illinois 62025
618-656-0292

**REQUEST FOR PROPOSAL
EDWARDSVILLE TOWNSHIP
EDWARDSVILLE TOWNSHIP ROAD AND BRIDGE**

Edwardsville Township will receive sealed proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending March 31, 2015, 2016, and 2017. Proposals will be accepted by the Administrator until 4:00 p.m., Central Standard Time, on Wednesday, October 15, 2014, at which time all proposals will be opened. All proposals must be received prior to the date and time shown above. Proposals transmitted by facsimile or email will not be accepted.

The Township reserves the right to reject any and all proposals and to waive technicalities in the proposals.

The Township requires all contractors and vendors doing business with the Township not to discriminate against anyone on the basis of race, age, ethnicity, religion, gender, sexual orientation, ancestry, national origin, and non-job-related disabilities.

Proposals must be submitted in a sealed envelope marked in the lower left hand corner:

PROFESSIONAL AUDIT SERVICES PROPOSAL

Address the proposal to:

Jeanne Wojcieszak
Administrator
Edwardsville Township
300 West Park
Edwardsville, Illinois 62025

A bid deposit is not required.

**REQUEST FOR PROPOSALS
EDWARDSVILLE TOWNSHIP**

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I. GENERAL INFORMATION

A. Purpose and Invitation to Submit Proposal

Edwardsville Township is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending March 31, 2015, 2016, and 2017. Vendors providing a service or installing equipment on or about Edwardsville Township property shall provide to the Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Township property. The vendor guarantees to save and hold harmless the Township and its component unit, its agents or employees from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the vendor is not the patentee, assignee, or licensee.

Furthermore, the vendor hereby agrees to save and hold harmless and indemnify the Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the vendor, its employees, or agents. This agreement extends to all claims, of any nature, including those made by the vendor's employees.

There is no expressed or implied obligation for the Township to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the Township reserves the right, where it may serve the Township's best interest to request additional information for clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Township, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

No subcontracting will be permitted.

Any material submitted by a vendor shall become the property of the Township. Materials submitted after a contract is signed are subject to the ownership provision of the executed contract.

The auditor's principal contact with the Township to coordinate the assistance to the auditor will be:
Jeanne Wojcieszak, Administrator

B. Description of Edwardsville Township

Edwardsville Township serves an area of 36 square miles with a population of 37,649. The Township operates under a trustee form of government. The Township Supervisor is the elected chief executive officer for the Township and the Highway Commissioner is the chief executive officer for the Road and Bridge District. The Township is a primary government.

The Township provides the following services as authorized by state statutes: general assistance, general administrative services, and road and bridge maintenance and improvements. The Township utilizes both government-wide (reporting the Township as a whole) and fund accounting (reporting the Township's major funds). The government-wide focus is primarily on the sustainability of the Township as an entity and the change in the Township's net assets resulting from the current year's activities. The following is a description of the Township's major funds:

General Town Fund -	the general operating fund of the Township which is used for all financial resources except those that are required to be accounted for in another fund. General Town Fund total expenditures for fiscal year 2014 were \$456,416.00.
General Assistance Fund -	the operating fund for the public assistance within the boundary of Edwardsville Township. General Assistance Fund expenditures for fiscal year 2014 were \$30,765.00.
Park Fund -	the operating fund for the Robert C. Stille Edwardsville Township Community Park. Park Fund expenditures for fiscal year 2014 were \$119,907.00.
IMRF Fund -	the operating fund for the Township's Illinois Municipal Retirement Fund obligations. IMRF Fund expenditures for fiscal year 2014 were \$39,789.00.
Social Security Fund -	the operating fund for the Township's Social Security obligations. Social Security expenditures for the fiscal year 2014 were \$28,997.00.
General Road Fund -	the general operating fund of the Road and Bridge District which is used for all financial resources except those that are required to be accounted for in another fund. General Road Fund total expenditures for fiscal year 2014 were \$160,634.00.
Permanent Road Fund -	the operating fund for the construction and maintenance of permanent roads within the boundary of Edwardsville Township. Permanent Road Fund total expenditures for fiscal year 2014 were \$286,893.00.
Clearing Account -	the custodial clearing account which does not involve measurement of results of operations.

The number and type of funds may necessarily change over time as circumstances dictate, thus the above funds are not to be considered either all-inclusive or static.

Governmental activities generally are financed through property taxes and intergovernmental revenues. The Township's property taxes are levied each year on all taxable real property located within the Township boundaries on or before the last Tuesday in December.

During the current fiscal year 2015 the Township expects to receive the following state revenue sources:

- Personal Property Replacement Tax
- Intergovernmental Revenue
- Local Revenue
- Miscellaneous
- Interest

The Township participates with the Illinois Municipal Retirement Fund.

The accounting function is headed by Christine Doty, Bookkeeper. Her principal functions performed are finance administration, accounts receivable, accounts payable, and payroll.

Sage 50 software is utilized in recording financial transactions for the Township.

The following information on the Township's financial activity is the actual for Fiscal 2014:

Vendor Checks Issued Annually: Township – 4,202; Road and Bridge – 370
Annual Payroll: Township – \$381,154.00; Road and Bridge – \$122,754.00
Payroll EFT's Issued Annually: Township – 370; Road and Bridge – 96

Total Fiscal Year 2014 Budget (4/1/13 – 3/31/14): Township \$702,880.00

Total Fiscal Year 2014 Budget (4/1/13 – 3/31/14): Road and Bridge \$1,296,650.00

More detailed information on the government and its finances can be found in the Township's 2013 Annual Financial Report as of and for the year ended March 31, 2013. The budget, Annual Financial Report and other pertinent statements can be viewed at the Township upon request.

II. NATURE of SERVICES REQUESTED

A. General

The Township is soliciting the services of qualified firms of certified public accountants to audit the Township's financial statements for the fiscal years ending March 31, 2015, 2016 and 2017, which will include the modified cash basis financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Edwardsville Township.

The Township requests the following supplementary information to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

1. Budgetary Comparison Information
2. Table of Property Tax Rates, Extensions, and Collections

These audits are to be performed in accordance with generally accepted auditing standards in the United States (GAAS) and Government Auditing Standards (GAS) established for governmental agencies.

B. Entity to be audited

The Township is requesting an audit which includes all the funds, accounts capital assets, long-term debt and activities of the Township and the Road and Bridge District.

C. Scope of Work to be performed

The Township desires the auditor to express an opinion on the fair presentation of the financial position of the Township's governmental activities, the Township's business-type activities, and the Township's fiduciary funds in conformity with the modified cash basis of accounting.

The auditor will issue an 'in relation to' opinion on the Township's combined and individual fund statements and schedules.

The auditor will be responsible for compiling the Comptroller of the State of Illinois Annual Financial Report from information provided by the Township.

D. Reports to be issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following reports:

1. A report on the fair presentation of the financial statements in conformity with the modified cash basis of accounting and Government Auditing Standards. Twenty-five (25) bound copies, one (1) unbound copy, and one (1) PDF file are to be provided by the auditor.
2. The Annual Financial Report that must be filed with the State of Illinois (Comptroller's report) shall be prepared and filed by the auditor with two (2) bound copies and (1) PDF file provided to the Township.

In addition to the reports indicated above:

1. The auditor shall communicate in a letter to the Township Board of Trustees (management) any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.
2. Auditors shall be required to make an immediate written report of all irregularities and illegal acts of which they become aware and present such report to the Township Board of Trustees.

Auditors shall inform the Township Board of Trustees of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.

4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

E. Special Considerations

1. The auditor shall answer minor questions throughout the contract period without additional fees being charged to the Township. Examples may be related to payroll tax issues, review of accounting policies, and/or IRS reporting.
2. The auditor shall perform fieldwork during the normal work hours of the Township, general 8:30 a.m. to 4:30 p.m., Monday thru Friday.

F. Working Paper Retention and Access to Working Papers

Working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Township of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Township or their designee.

In addition, the firm shall respond to the reasonable inquires of successor auditors and allow successor auditors to review working papers from prior years' audits.

G. Time Requirements

The Township will make all records and management personnel available to meet with the firm's personnel any time after the award of contract. The Township expects to have fully-adjusted trial balances available no later than the fourth (4th) Tuesday in April of each year.

Each of the following shall be completed by the auditor no later than the dates indicated.

1. Detailed Requested Items List

The auditor shall provide the Township with a list of all schedules to be prepared by the Township prior to the audit and no later than the first (1st) Monday in April of each year.
2. Fieldwork

The auditor shall begin the fieldwork portion of the audit no later than the second (2nd) Monday in May of each year and complete all fieldwork within two (2) weeks of

initiation of the audit. The Township shall be notified, in advance, of the audit team to be assigned to the Township's engagement.

3. Draft Report

The auditor shall supply three (3) copies of the draft of the AFR including the auditor's report, financial statements, notes to the financial statements and recommendations to management available by no later than June 30th of each year.

4. Final Audit Report

All financial statements and reports must be delivered to the Township in final and complete form no later than the second (2nd) week of July of each year.

5. Audit Presentation

The auditor shall, at the request of the Supervisor, present the final audit results to the Edwardsville Township Board of Trustees on the fourth (4th) Tuesday in July each year.

6. State Comptroller's Report

The auditor shall complete online the State of Illinois Comptroller's Report before the last business day in September each year.

H. Assistance to be provided to the Auditor

The Bookkeeper, Administrator, and Supervisor will be available during the audit to assist the firm by providing information, documentation and explanations. The preparing of confirmation letters will be the responsibility of the Township. The mailing of the confirmation letters shall be the responsibility of the auditing firm at the firm's expense.

The Township will provide the auditor with reasonable workspace, desks and chairs. The auditor will be provided with access to a telephone, a fax machine and to a photocopying machine.

III. INSTRUCTIONS for PREPARING PROPOSALS

A. Rules for Proposals

The following material is required to be submitted for a proposing firm to be considered:

1. One (1) bound and one (1) unbound copy of the proposal shall be submitted and shall include the following:
 - a. Title page – the title page shall show the request for proposal's subject; the firm's name and address, the name and telephone number of a contact person, and the date of the proposal.

- b. Table of Contents.
 - c. Transmittal Letter – a signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the established time period, a statement why the firm believes itself to be the best qualified firm to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty (60) days.
 - d. Detailed Technical Proposal – the detailed technical proposal is set forth in Section III-B of this request for proposal.
 - e. Fee Proposal – the proposed fees should be presented using Appendix A. The proposed fees shall be the maximum, not to exceed fee for each fiscal year shown.
 - f. Bidder Eligibility Certification – Public Act 85-1295 requires that all bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation. The Bidder Eligibility Certification should be presented using Appendix B.
 - g. Certificate of Compliance with Illinois Human Rights Act – All successful contractors must comply with the provisions of the Illinois Human Rights Act when dealing with equal employment opportunities (Section 2-105, 75 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The Certificate of Compliance with the Illinois Human Rights Act should be presented using Appendix C.
2. Proposers must send the completed proposal on or before 4:00 p.m. on October 15, 2014, to the following address:

Jeanne Wojcieszak
Administrator
Edwardsville Township
300 West Park Street
Edwardsville, Illinois 62025

NO LATE PROPOSALS WILL BE CONSIDERED

B. Technical Proposal

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Township in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. However, the presentation will be considered as an example of the type of work typical of the firm. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Township’s requirements presented in this proposal.

The technical proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.

While additional data may be presented, the following subjects, item numbers 1 through 10, must be included. They represent criteria against which the proposal will be evaluated.

1. The firm shall provide all names and titles of the persons authorized to submit the proposal and represent the audit firm by signing contracts as a corporate agent of the firm.
2. The firm shall provide an affirmative statement that it is independent of the Township as defined by generally accepted auditing standards.
3. The firm shall also list and describe the firm's professional relationships involving the Township or any of its agencies, its elected or appointed officials and employees for the past five (5) years, together with a statement explaining why such relationships, if any, do not constitute a conflict of interest relative to performing the proposed audit.
4. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Illinois.
5. The firm shall provide a copy of its most recent Peer Review report.
6. The firm shall outline its experience in auditing governments, specifically Townships.
7. The firm shall provide a history of the audit firm as a business entity which includes information demonstrating the firm's financial stability and entity stability.
8. The proposal shall identify and describe pending or previous litigation the firm was involved in over the past three (3) years which dealt with the quality of audit work or the pricing of auditing services rendered.
9. The firm shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. The firm shall include qualifications, training, and municipal audit experience of engagement partners.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Township. However, in either case, the Township retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Township, which retains the right to approve or reject replacements.

10. The firm shall specify a work schedule which includes a start date and completion date which adheres to the Township time requirements listed in Section G: Time Requirements, numbers 5 and 6.

C. Fee Proposal

1. Total All-inclusive Maximum Fee

The fee proposal shall contain all pricing information relative to performing the audit engagement as described in this request for proposals on a 'not to exceed' basis for the years ending March 31, 2015, through March 31, 2017. The total all-inclusive maximum price proposed is to contain all direct and indirect costs, including all out-of-pocket expenses.

2. Rates for Additional Professional Services

If it shall become necessary for the Township to request that the auditor render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Township and the firm. Any such additional work agreed to between the Township and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid (Appendix A). Work performed outside the scope of services outline in this request for proposal is to be performed only at the written request of the Township.

3. Manner of Payment

One payment for services will be issued once the following are completed:

- a. The annual audit is finalized and presented, and
- b. The State Comptroller's report is filed.

IV. EVALUATION of PROPOSALS

A. Evaluation Process

1. Proposals will be evaluated by the Supervisor.
2. The Supervisor will evaluate the technical proposal submitted by each firm using the criteria shown in Section IV-B.
3. The Supervisor will select that proposal which is judged to be the most responsive to the Township's requirements and - based on ability and fee - appears to be best able to serve the Township.

4. Award of the contract is approved by the Township Supervisor.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

1. Mandatory Elements
 - a. The audit firm is independent and licensed to practice in Illinois.
 - b. The firm submits a copy of its most recent external Peer Review report, and the firm has a record of quality audit work.
 - c. The firm adheres to the instructions in this request for proposals on preparing and submitting.
2. Technical Qualifications
 - a. The firm's has past experience and performance on comparable government engagements.
 - b. The quality and level of experience of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation are satisfactory.
3. All-inclusive, maximum, not-to-exceed fee.

C. Oral Presentations

During the evaluation process, the Supervisor may, at his discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Supervisor may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The Township reserves the right without prejudice to reject any or all proposals.

Appendix A FEE PROPOSAL

Schedule of Professional Fees for the Audit of the Financial Statements as of _____
(month/day) for the fiscal years listed below:

Regular Edwardsville Township audit:

<u>2015</u>	<u>2016</u>	<u>2017</u>
\$ _____	\$ _____	\$ _____

Schedule of Professional Fees for Additional Services – Quoted _____ (hourly rate) for the Fiscal
Years listed below:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	
Partner	\$ _____	\$ _____	\$ _____	
Manager	\$ _____	\$ _____	\$ _____	
Supervisor	\$ _____	\$ _____	\$ _____	
Staff	\$ _____	\$ _____	\$ _____	
_____	\$ _____	\$ _____	\$ _____	(other)

Firm Name: _____

Address: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Telephone: _____

Appendix B BIDDER ELIGIBILITY CERTIFICATION

PUBLIC ACT 85 – 1295 (Illinois Revised Statutes, 1987, Chapter 28, Article 33 E) requires that all the contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotations.

The vendor certifies by signing this statement that this proposal is made without prior understanding, agreement, or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Furthermore, the firm certifies that it is not barred from quoting on this contract as a result of a conviction for the violation of State laws prohibiting proposal-rigging or proposal-rotating. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages. The vendor also understands that failure to sign this statement will make the proposal non-responsive and unqualified for award.

The following certification must be signed and submitted with the bidder’s bid proposal.

Printed Name

Date

Authorized Signature

Title

Company Name

Subscribed and sworn before me

This _____ day of _____, 2014

Notary Public

Appendix C CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights Act (ACT) when dealing with equal employment opportunities (Section 2-105, 75 ILCS 5/2-105), including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois, and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful bidder will provide for this requirement. The statutory provision requires that the written Sexual Harassment Policy includes at a minimum the following information: (I) the illegality of sexual harassment, (II) the definition of sexual harassment under Illinois Law, (III) a description of sexual harassment, utilizing examples, (IV) a vendor’s internal complaint process including penalty, (V) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission, and (VI) the protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Failure to sign will result in disqualification of the bidder.

Printed Name

Date

Authorized Signature

Title

Company Name

Subscribed and sworn before me

This _____ day of _____, 2014

Notary Public

Appendix D SAVE AND HOLD HARMLESS AGREEMENT

Vendors providing a service or installing equipment on or about Township property shall provide to the Township Supervisor evidence of Comprehensive, Liability, and Workman’s Compensation insurance prior to commencement of work on Township property. The vendor guarantees to save and hold harmless the Township, its agents or employees from liability of any nature of kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the vendor is not the patentee, assignee, or licensee.

Furthermore, the vendor hereby agrees to save and hold harmless and indemnify the Township from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Vendor, its employees, or agents. This agreement extends to all claims, of any nature, including those made by the vendor’s employees.

Failure to sign will result in disqualification of the bidder.

_____ Date

Printed Name

Authorized Signature

Title

Company Name

Subscribed and sworn before me

This _____ day of _____, 2014

Notary Public