**Annual Audit Request for Proposal**

**Saranac Clarksville District Library**

**Notice of Proposal:**

Saranac Clarksville District Library (hereafter “SCDL”) is issuing this Request for Proposal (hereafter “RFP”) for the financial audit of SCDL’s financial statements.

SCDL is seeking a three year contract term for audit services; for Fiscal Years ending September 30, 2022; September 30, 2023 and September 30, 2024.

SCDL will attempt to follow this timetable, which should result in an agreement by August 31, 2022.

* Issue RFP May 19, 2022
* Questions for Proposers July 15, 2022 by 1pm
* Deadline for submittal of proposals July 18, 2022 by 5pm
* Board Review/Board Approval August 17, 202
* Notify chosen firm August 31, 2022
* Letter of Understanding from Vendor September 30, 2022

SCDL reserves the right to vary from this timetable as needed.

**Questions regarding this RFP should be directed to:**

Kerry Fountain, Director

616-642-9044

[sarkf@llcoop.org](mailto:sarkf@llcoop.org)

[Kerry@saranaclibrary.org](mailto:Kerry@saranaclibrary.org)

**Introduction:**

The Saranac Clarksville District Library is located in Ionia County Michigan. The Saranac Clarksville District Library is a class 3 Michigan District Library that gained district library status in January 2020.

The Saranac Clarksville District Library, with a current yearly budget of $558,000, is seeking proposals for annual audit services. SCDL currently utilizes Walker, Fluke and Sheldon PLC for accounting services including payroll. SCDL’s year runs from October 1-September 30th and previous audits have been done in November. The library currently has two checking accounts in local banks as well as several investments that are coordinated by one investment coordinator.

SCDL Board of Trustees requests qualified independent Certified Public Accountants to present proposals to perform yearly financial audits in accordance with generally accepted auditing standards. SCDL requests a formal written report as well as a verbal report at one of the trustee board meetings, usually in February or March.

**History:**

Prior to 2020, the Saranac Public Library provided services to the Saranac/Clarksville area since the 1930’s, opening the Clarksville branch in the 1990’s. The Library has had an independent auditor for several years who has provided an oversight review for the board of trustees. The library currently provides library services to Berlin Township, Boston Township, Campbell Township, the Village of Clarksville, the Village of Saranac and most of the Saranac Community School District.

**Instructions:**

1. On or before 1:00 pm, July 18, 2022, submit an electronic or print copy of your response to SCDL at the following address: **(A public bid opening will not occur)**

Kerry Fountain, Director

Saranac Clarksville District Library

PO Box 27

Saranac, MI 48881

[sarkf@llcoop.org](mailto:sarkf@llcoop.org)

[kerry@saranaclibrary.org](mailto:kerry@saranaclibrary.org)

1. Proposals shall be in full conformity with all the conditions set forth in the Instructions, General Conditions, Bid Details, Auditing Standards, Proposers Qualifications and Contractual Agreements.
2. All proposals submitted shall remain firm for a period of Ninety (90) days beginning July 18, 2022
3. SCDL reserves the right to accept or reject any or all proposals in whole or in part, or to waive any informality therein. If in SCDL’s opinion, it is in their best interest, the contract may be awarded to other than the lowest proposer.
4. SCDL is a government body and is not subject to Michigan State or Federal excise taxes. No taxes should be included in the cost proposal.
5. SCDL reserves the right to award any contract to the next most qualified firm, if the successful firm does not provide SCDL with a proposed contract agreement and or letter or understanding within twenty-one (21) days after receipt of the notification to proceed.

**General Conditions:**

**Owner Responsibilities:**

1. The owner is defined as:

Saranac Clarksville District Library

61 N. Bridge St

Saranac, MI 48881

**Authority of the Library Director:**

The SCDL director shall decide all questions which may arise.

**Vendor Responsibility:**

The Vendor is defined as:

The proposer awarded the contract to provide the audit services specified elsewhere in this document.

**Indemnity:**

The Vendor agrees to indemnify SCDL, and save it harmless, from any and all claims that may be brought against SCDL or the Vendor by reason of any error, act or omission of the Vendor, the Vendor’s agents or its employees, in connection with this agreement.

**Ability of Bidder:**

It is the intention of SCDL to award the contract to a vendor whose ability is fully equal to fulfilling the terms of this proposal in a satisfactory manner.

**Legal Conditions:**

The vendor agrees to abide by all Federal, State, County and local laws and regulations

**Termination of Contract Agreement:**

SCLD expects that the Vendor will complete in full, the terms of the contract agreement.

**Default Termination:**

In the event of any default by the Vendor, SCDL, without prejudice to any other right or remedy it may have, shall have the right to terminate this agreement with no early out penalties, after giving the Vendor thirty (30) days previous written notice. It shall be considered a default whenever the Vendor shall: declare bankruptcy, become insolvent, or assign its assets for the benefit of its creditors; violate or disregard any provision of this agreement; fail to perform the work according to the agreed upon schedule, including amendments or modifications thereof; or fail to provide competent personnel and proper materials.

**Payment Terms:**

SCLD shall pay for the annual audit after the final audit has been provided to SCDL. An in person presentation may be requested by the SCDL Board of Trustee’s after the final audit has been sent to SCDL.

**Bid Details:**

1. Pricing should be provided for three (3) years or thirty-six (36) month contract.
2. Proposer must provide a “not-to-exceed” cost of services being offered for each fiscal year of the engagement.
3. Proposer should submit all other requested information as specified on the Vendor Submittal Form

**Auditing Standards**

1. The primary purpose of the audit is to provide an opinion as to whether SCDL’s basic financial statements are fairly presented, in all material aspects, in conformity with U.S. generally accepting accounting principles.
2. The examination of the financial records, accounts and procedures shall be made in accordance with generally accepted auditing standards as adopted by the American Institute of Certified Public Accountants in its Statements of Auditing Standards and by the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
3. In accordance with Government Auditing Standards, Vendor agrees to provide a report in internal control related to the financial statements and compliance with law, regulations, and the provisions of contracts or grant agreements as required by Government Auditing Standards.
4. The examination and audit will include any other tests of the accounting records and other auditing procedures necessary to fulfill the auditing and reporting requirements of Public Act 2 of 1968, (MCL 141.421 et seq.)
5. Vendor agrees to fulfill all State of Michigan Department of Treasury reporting requirements and to furnish the State of Michigan Department of Treasury with all required reports.
6. The Vendor agrees that it will perform its obligations hereunder in accordance with all applicable Federal, State and local laws, rules and regulations now or hereafter in effect.

**Proposer’s Qualifications:**

The following must be affirmed in the proposal response:

1. The Proposer must be a certified public accountant registered with the Michigan State Board of Accountancy to practice in Michigan.
2. The Proposer has staff trained and experienced in governmental auditing.
3. The Proposer meets the independence requirements of the Standards for Audit Governmental Organizations, Programs, Activities and Functions, published by the U.S. General Accounting Office.
4. The Proposer has a system of quality control for its accounting and auditing practice that meets the requirements of the quality control standards established by the AICPA.
5. Proposers are requested to provide SCDL with a profile of general background information. This should include:
   1. A description of your company, the number of years in business, size, location and whether it is local or regional in operations.
   2. Describe recent local and or regional office auditing experiences similar to the type of audit being requested in this RFP and the names, email addresses, and telephone numbers of client officials responsible for three of the audits listed.
6. Proposer’s Approach to the Audit
   1. Proposers are required to submit a description of the work plan that will be employed that will allow the auditor to satisfactorily accomplish the scope of the audit.
      1. The work plan should describe the audit work that will be performed, the staff level that will be assigned to the work and the related time estimates for each significant work segment. The planned use of specialists should also be specified.
7. Describe you company’s availability throughout the year for questions that may arise and what the additional charges are for this service.
8. Proposer may provide any additional data that may be helpful in the selection process.

**Contractual Arrangements:**

1. Vendor agrees to provide SCDL with a proposed Contract Agreement and or Letter of Understanding no later than twenty-one (21) days after the receipt of the “Notification to Proceed.”
2. Field work should begin no later than November of each year and the reports should be issued no later than December 31 of each year.
3. To ensure the quality of the audit, SCDL may request, from time to time, a report and/or conference with SCDL Director and SCDL Library Trustees on the progress of the audit.
4. After the completion of each audit, Vendor agrees to hold an exit conference with the SCDL Director to discuss the results of the audit.
5. Vendor agrees to present in person the results of the audit to the board at one of their regularly scheduled meetings, January, February or March.
6. Working papers shall be retained for at least five (5) years. The working papers will be available for examination by authorized representatives of the State of Michigan and, if required, the appropriate federal audit agency and the General Accounting Office.
7. The auditor shall furnish SCDL with 15 print copies of all required reports. In addition, the auditor shall furnish the requested number of copies to each federal and state agency, as applicable.
8. Vendor agrees to fulfill all State of Michigan Department of Treasury reporting requirements and to furnish the State of Michigan Department of Treasury with all required reports.

**Responses to this RFP should be emailed to no later than 1:00 pm on July 18, 2022:**

All proposals will be reviewed and discussed at the August 17, 2022 Saranac Clarksville Board of Trustees Meeting, which will be held at the Saranac location starting at 6:30 pm. Awarding of the contract will be done no later than August 31, 2022 and the

**SCDL Proposal Requirements Check List**

* Submit proposal via email to [sarkf@llcoop.org](mailto:sarkf@llcoop.org) or [kerry@saranaclibrary.org](mailto:kerry@saranaclibrary.org) on or before July 18, 2022 by 5:00 pm.
* Pricing for three years is clearly stated
* “Not-to-exceed” cost of services is offered for each fiscal year of the engagement
* The proposal confirms that the audit will be performed in accordance to all applicable auditing standards.
* All Items under Proposer’s Qualifications are affirmed or provided in the proposal
* Attach three references of clients with similar scope of service, with contact information included
* Proposer gives SCDL permission to contact references listed