

**COUNTY OF GRUNDY, ILLINOIS  
REQUEST FOR PROPOSALS  
FOR BUDGET PREPARATION AND AUDIT SERVICES**

**I. INTRODUCTION**

**A. General Information**

The County of Grundy, Illinois has a combined general and special fund budget in excess of thirty million dollars. Preparation of the budget begins approximately six months prior to the date that it must be placed on file. Each department is allotted a time to meet with the Finance Committee of the County Board in order to present their budget needs for the coming Fiscal Year. The budget is put in final draft form at the first meeting in October of the Finance Committee and is placed on file at the October meeting of the Grundy County Board. The budget is adopted in November for the coming Fiscal Year. The proposed levies to fund the budget are usually placed on file in November and adopted in December. After the close of the Fiscal Year the audit is expected to begin.

The County of Grundy is accepting request for proposals from qualified firms of certified public accountants to provide budget preparation and audit services for:

1. Grundy County, hereafter known as *the County*,
2. Grundy County Insurance Trust, hereafter known as *the GCIT*
3. Grundy County Emergency Telephone Systems Board, hereafter known as *the ETSB*

for fiscal year 2016. The County's fiscal year begins December 1 and ends November 30. This Request for Proposal offers the option of extending the contract two (2) additional one (1) year terms. An extension of the contract is solely at the discretion of the County.

There is no expressed or implied obligation for the County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, two copies of a proposal must be received by 10:00 AM on May 9, 2016 and sent to:

Doug Pryor  
Grundy County Administrator  
1320 Union Street  
Morris, IL 60450

Questions can be directed to Doug Pryor at (815) 941-3400.

The County reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by the Finance Committee consisting and the County Board will make the final selection for all areas, except the ESTB.

During the evaluation process, the County reserves the right to request additional information or clarifications, or to allow corrections of errors or omissions. Firms may be requested to make oral presentations to the Finance Committee as part of the evaluation process.

The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. 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 and confirmed in the contract between the County and the firm selected.

**B. Term of Engagement**

A one year contract is contemplated, subject to annual review by the County, the satisfactory negotiation of terms (including a price acceptable to both the County and the selected firm) and the annual availability of appropriations. The contract would also have an option to extend the contract for two (2) additional one (1) year terms. An extension of the contract is solely at the discretion of the County.

Cancellation of services for no cause by either party must be made in writing and received by certified mail prior to April 1 each year.

**C. Subcontracting**

In the event of a merger of the audit firm with another firm or certified public accountants or the change of partners to the audit firm, this contract will be transferable to the successor firm with the approval of the County.

This retainer agreement shall not be assigned or transferred without the approval of the County.

**D. Request for Proposal as Part of Contract**

This Request for Proposals shall be incorporated into the contract for services.

**II. NATURE OF SERVICES REQUIRED**

**A. Scope of Work to be Performed**

To meet the requirements of this request for proposal, the audit, reports and financial statements shall be performed in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants, and performed in accordance with the provisions in this request for proposal. The County desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with Generally Accepted Accounting Principles.

The auditor shall also be responsible for preparing the supplementary information required by the Government Accounting Standards Board as mandated by Generally Accepted Auditing Standards.

The auditors shall provide to the County all audit adjustments including the appropriate backup documentation and will meet with staff, if requested, to discuss these final adjustments.

The County also desires the auditor to provide an “in-relation-to” opinion on the supplementary information based on the auditing procedures applied during the audit of the basic financial statements. The auditor shall also be responsible for performing certain limited procedures involving the required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. Also, the auditor is to provide an “in-relation-to” report on the County’s schedule of expenditures of federal awards based on the auditing procedures applied during the audit of the financial statements.

The County is required to have an audit performed on the major federal programs of the County in

accordance with OMB Circular A-133. The auditor will be required to test internal controls and compliance for major federal award programs administered by the County. It is anticipated the County will require a Single Audit for each of the years covered by this request.

The County also desires the auditor to prepare the Supplementary Financial Information and the Statistical Section and to perform a review of the final annual budget appropriation document.

**B. Time Requirements**

The County currently utilizes the following audit timing. This is preferable, but may be negotiable based on the needs of the auditor and the County:

Preliminary work completed by November 20<sup>th</sup>.

Fieldwork completed by December 23<sup>rd</sup>.

Draft reports completed by January 15<sup>th</sup>.

Final printed and bound reports by January 30<sup>th</sup>.

Presentation to the Finance Committee before February 28<sup>th</sup>.

Presentation to the County Board, GCIT and ETSB before February 28.

**C. Auditing Standards to Be Followed**

To meet the requirements of this request for proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits set forth in the General Accounting Office's (GAO) *Government Auditing Standards* (as amended), the provisions of the federal Single Audit Act Amendments of 1996 (as amended) and U.S. Office of Management and Budget (OMB) Circular A- 133, *Audits of States, Local Governments, and Non-Profit Organizations*.

**D. Reports, Schedules and Forms to be Issued**

The auditor shall prepare the following reports at the completion of the audit:

- The Independent auditor's reports on the basic financial statements.
- Independent auditor's report on internal controls over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Independent auditor's report on compliance based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
- Independent auditor's report on compliance pursuant to the *Illinois Legal Compliance Audit Guide for Local Government*.
- Independent auditor's report on internal control over compliance for major federal programs in accordance with OMB Circular A-133.
- Schedule of Expenditures of Federal Awards (SEFA), Form SF-SAC, Statement of Auditing Standards (SAS) 114 and 115.
- Independent auditor's report (opinion) on compliance with requirement applicable to each major federal program in accordance with OMB Circular A-133.

- A summary of auditor's results and a schedule of findings and questioned costs, if any, required by OMB Circular A-133.

**E. Additional Services**

In addition to the audit services described above, the County is requesting the following additional services:

- Preparation of the completed budget for review by the Finance Committee (10 final draft copies)
- Preparation of 20 final copies of the budget to be placed on file at the October County Board Meeting
- Assists with the preparation of the resolutions for the levying of funds to generate the income necessary to fund the budget
- Preparation of all required basic financial statements
- Preparation of the notes to the financial statements
- Preparation of the following additional statements and schedules:
  - Government-wide and individual fund financial statements
  - Budgetary comparison schedules
  - General capital asset schedules
  - Schedule of cash and investments
  - Schedule of taxable valuations
  - Schedule of intergovernmental revenue
  - Schedule of expenditures of federal awards
  - Schedule of general long term debt
- Preparation of supporting schedules and trial balances for the financial statements. The County will decide the format and methodologies for these schedules and trial balances.
- Preparation of the Supplemental Financial and the Statistical Section of the Annual Financial Report:
  - Net Assets by Component
  - Assessed Value and actual value of taxable property
  - Property tax rates – direct and overlapping governments
  - Property tax levies and collections
  - Legal debt margin
  - County demographic information
  - Full Time and Part Time employees by fund
- Typing, copying and binding of annual financial report. The firm will provide the County with 25 bound copies and electronic (PDF) version of the County's Annual Financial

Report and 15 bound copies and one electronic (PDF) version of each: the Emergency Telephone Systems Board's Annual Financial Report, and Grundy County Insurance Trust Annual Financial Report.

- The firm will provide the County with 25 copies of the County's report and 15 copies of each: the Grundy County Insurance Trust and the Emergency Telephone Systems Board's reports on the internal control and compliance in accordance with the audit guide and standards for compliance with the Single Audit Act, as may be required.
- Prepare and file the annual financial report and any applicable reports with appropriate state agencies and departments, including three (3) copies to be filed with the Office of the State Comptroller.
- A letter to management containing appropriate suggestions for improvement of accounting procedures and internal controls for the County's consideration. This letter should contain comments and recommendations for controlling any internal weaknesses discovered and shall be discussed with appropriate personnel before finalizing.
- A draft version of the Management Discussion and Analysis
- Prepare and submit the reporting package, required by the Single Audit Act Amendments of 1996, to the Federal Single Audit Clearing House. This package includes the annual financial report, the supplementary schedule of expenditures of federal awards, the required auditor's reports, including any current findings and questioned costs, a summary schedule of prior audit findings, and a corrective action plan.

**F. Working Paper Retention and Access to Working Papers**

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

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

### **III. DESCRIPTION OF THE GOVERNMENT**

#### **A. Principal Accounting Records Contact**

During the audit process, the selected audit firm's principal accounting records contact with the County will be Lori Werden, (815) 941-3219, who will coordinate the assistance to be provided by the County to the auditor.

#### **B. Background Information**

##### The County

The County was established in 1841. The County serves an area of approximately 430 square miles, with a population of approximately 50,063. The County's fiscal year begins December 1 and ends November 30. The County is governed by an 18 member County Board representing three districts within the County. The offices of Treasurer, State's Attorney, Circuit Court Clerk, Sheriff, Clerk & Recorder, Coroner and ROE Superintendent are elected on a county-wide basis.

The County offers a full range of services including courts, property tax administration, law enforcement and corrections, human services, public and community health, economic development, and general administration. The County employs approximately 251 full-time and 38 part-time employees.

The County is organized into thirty offices or departments. Most of the accounting and financial reporting functions of the County are centralized. However, certain accounting and grant reporting requirements are performed by accounting staff of the Health and Human Services department. Some departments collect fees for services, including Office of the County Clerk and Recorder, Office of the Circuit Clerk, Office of the Sheriff, Office of the States Attorney, Animal Control Department, and Land Use Department.

##### The Emergency Telephone Systems Board

The Emergency Telephone Systems Board is a unit of local government organized pursuant to Illinois Compiled Statute 50 ILCS 750/15. The Emergency Telephone Board collects surcharge revenues as allowed under the ACT for wireless and wireline telephone services within the County. The Emergency Telephone Systems Board administers the funds generated from telephone surcharges for 9-1-1 service in the County.

The Emergency Telephone Systems Board is made up of eight members pursuant to Ordinance #01-009 passed and approved by the Grundy County Board on May 8, 2001.

#### **C. Budgetary Basis of Accounting**

The County prepares its budgets on a cash basis which is a comprehensive basis of accounting other than accounting principles generally accepted.

The County includes the budgetary comparison presentations for the general and major special revenue funds as part of the basic financial statements.

#### **D. Federal Financial Assistance**

The County has received grants from the following sources. New awards may be added each year.

- U. S. Department of Health and Human Services
- U. S. Department of Justice
- U. S. Department of Housing & Urban Development
- U. S. Department of Agriculture
- Election Assistance Commission
- U. S. Department of Transportation
- U.S. Department of Homeland Security

**E. Pension Plans**

The County participates in the following pension plan administered by the Illinois Municipal Retirement Association (IMRF):

Illinois Municipal Retirement – Regular  
Illinois Municipal Retirement – Sheriff’s Law Enforcement Personnel  
Illinois Municipal Retirement – Elected County Officer

All of these funds are employer/employee cost-sharing defined benefit plans.

**F. Availability of Prior Audit Reports and Working Papers**

Interested proposers who wish to review prior years’ audit reports and management letters should visit the County website at [www.grundyco.org](http://www.grundyco.org) or contact Lori Werden, Treasurer at (815) 941-3419. The County will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

**ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

**A. Treasurer's Office and Clerical Assistance**

The Treasurer's Office staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the County as directed by the auditor.

**B. Report Preparation**

Report preparation, editing and printing shall be the responsibility of the auditor.

**V. PROPOSAL REQUIREMENTS**

**A. General Requirements**

**1. Inquiries**

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Doug Pryor  
Grundy County Administrator  
1320 Union Street  
Morris, IL 60450

**2. Submission of Proposals**

The following material is required to be received by 10:00 AM on May 9, 2016 for a proposing firm to be considered:

a. A master copy (so marked) of the Proposal plus ten copies to include the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. 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 time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in **Section V. B.: Audit Proposal** of this request for proposals.

- b. Proposers should send the completed proposals to the following address:  
Doug Pryor  
Grundy County Administrator  
1320 Union Street  
Morris, IL 60450

**B. Audit Proposal**

**1. General Requirements**

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the County in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The 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 request for proposals requirements.

**2. Independence**

The firm should provide an affirmative statement that it is independent of the County as defined by the generally accepted auditing standards.

**3. License to Practice in Illinois**

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Illinois.

**4. Firm Qualifications and Experience**

The proposal should state the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, including any letter of comments, with a statement whether that quality control review included a review of specific government engagements.

**5. Partner, Supervisory and Staff Qualifications and Experience**

Attachment A must be completed and signed. Attachment A's information should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Illinois. Provide information on the number of years each person has been with the firm, the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

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 County. Other audit personnel may be changed at the discretion of the firm provided that replacements have substantially the same or better qualifications or experience.

**6. Similar Engagements with Other Government Entities and References**

Attachment B must be completed and signed for the firm's staff that will be assigned responsibility for the County audit. Attachment B's information should list the most significant engagements performed in the last three years that are similar to the County. Indicate the references name and telephone number of principal client contact.

**C. Dollar Cost**

**1. Total All-Inclusive Maximum Price**

Attachment C must be completed and signed. Attachment C's price should specify all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price is to include all direct and indirect costs including all out-of-pocket expenses.

The County will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

**2. Manner of Payment**

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's proposal. Interim billings shall cover a period of not less than one calendar month.

**VI. RIGHT TO REJECT PROPOSALS**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the County and the firm selected.

The County reserves the right, without prejudice, to reject any or all proposals.

**ATTACHMENT A**

**PARTNER, SUPERVISORY AND STAFF  
QUALIFICATIONS AND EXPERIENCE**

- List the principal supervisory and management staff, including partners, managers, other supervisors and specialists who are proposed to the County audit.
- Indicate whether each such person is registered or licensed to practice as a certified public accountant in Illinois.
- Indicate the number of years each person has been with your firm.
- Indicate the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit (include additional pages if needed)

Partners:

Managers:

Supervisory Staff:

Staff:

Staff:

Staff:

Other (Specify):

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Date

**ATTACHMENT B**

**SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES AND REFERENCES**

- List the most significant engagements performed by the proposed staff in the last three years that are similar to the County audit described in this request for proposal (include additional pages if needed).
- Indicate the contact name and telephone number of the client references for each reference listed.

List of references served by proposed staff:

Partners:

Managers:

Supervisory Staff:

Staff:

Staff:

Staff:

Other (Specify):

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Date

**ATTACHMENT C**

## TOTAL ALL-INCLUSIVE MAXIMUM PRICE

	Fiscal Year		
	2016	2017	2018
Grundy County	\$ _____	\$ _____	\$ _____
Emergency Tel. Sys. Board	\$ _____	\$ _____	\$ _____
Insurance Trust	\$ _____	\$ _____	\$ _____
Budget Prep	\$ _____	\$ _____	\$ _____
<b>TOTAL (Annual)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

Additional Suggested Reports or services not currently provided in annual financial reports and audit:

Description:	2016	2017	2018
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

**FIRM SUBMITTING PROPOSAL:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Date