



721 S Quentin Road
Palatine, IL 60067
847-358-6700

Request for Quote
For
Professional Auditing Services

February 10, 2022

General Information

Palatine Township, hereinafter referred to as the Township, is requesting proposals from qualified certified public accounting firms that have extensive experience in providing audit services for units of local government for the Township’s fiscal year ending February 28, 2022, and the Palatine Township Road District’s fiscal year ending March 31, 2022 with a one year renewable option.

Any questions regarding the RFP should be addressed to Ken Lopez, Administrator, at 847-358-6700.

Firms interested in submitting proposal should comply with the requirements set forth in this Request for Quote (“RFQ”). To be considered, two (2) hard copies and one (1) pdf electronic copy of the firm’s proposal must be received by March 11, 2022, at 1:00 p.m. Electronic copies may be sent to Ken Lopez at klopez@palatinetownship-il.gov. Proposals being sent US mail or via courier should be addressed as follows:

Palatine Township
Ken Lopez, Administrator
721 S Quentin Road
Palatine, IL 60067

Proposals submitted will be evaluated by the Supervisor and the Administrator, either of whom may request additional information for clarification from those firms submitting proposals. This may include an oral presentation if deemed necessary to the evaluation process.

Proposal Timetable

- RFP DistributedFebruary 10, 2022
- Proposals due to Palatine Township March 11, 2022, by 1:00 p.m.
- Auditor Presentations (if necessary) March 21 – 25th, 2022
- Palatine Township Board Meeting (selection of firm)March 28, 2022, at 7:00 p.m.
- CPA firm notified March 29, 2022
- Proposed contract/engagement letter March 29, 2022

There is no express or implied obligation for the Township to reimburse responding firms for any expenses incurred in preparing proposals in response to the RFP. The Township reserves the right to reject any or all proposals submitted, to retain any or all submitted proposals, 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 proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between Palatine Township and the firm selected.

No subcontracting to another firm will be allowed.

If you are declining to submit a proposal, we respectfully request that you notify us as such via email to klopez@palatinetownship-il.gov

Background of Palatine Township

Township government is the oldest form of government in America originating with the Pilgrims in 1636. The first townships in Illinois were formed in 1849. Palatine Township held its first election in 1850. Local Township Officials are friends and neighbors who live in the community that they represent. Townships are charged with three main functions: assessing property, maintenance of roads in the unincorporated areas, and providing financial assistance to the indigent. Individual townships can expand their services to meet the needs to their community.

Palatine Township has a February 28th fiscal year end (March 31st for the Road District) with a requirement to file the Audit, Annual Financial Report and Debt Disclosure Ordinance (DDO) with the State of Illinois and the County of Cook within six months of the fiscal year end. In addition, file the Exempt Organization Income Tax Return with the Internal Revenue Service (IRS) and State of Illinois. The township uses QuickBooks Desktop Premier Edition 2017 accounting software. We employ the services of an externally contracted accounting firm (Lauterbach & Amen, LLP) to perform bank reconciliations, accounts payable, payroll journal entries, IMRF journal entries, any other necessary journal entries, and to provide general accounting advice to our staff. All other accounting records are in-house. Our in-house accounting staff consists of an Administrator, Assistant Administrator, and Office Assistants.

For more information about Palatine Township or to view copies of prior year audits, please visit <https://palatinetownship-il.gov/for-the-record/audits/>

Scope of Work

Services:

Your proposal is expected to cover the following services:

1. Annual audit of the financial statements for the year ending February 28, 2022 & March 31, 2022, and meetings with the Township's accounting staff and or Township Board, as necessary. The audit must include an examination of all funds maintained by the Township as follows:
 - a. General Town Fund
 - b. Road and Bridge Fund
 - c. General Assistance Fund
 - d. Capital Improvement Fund
 - e. Needy Family Fund (Nonprofit)
2. Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiencies.
3. Prepare, print, and assemble 12 copies of the Township's annual audit report by July 25th following the close of the fiscal year, and provide an electronic copy to the Township of the same.
4. File the audit report and annual financial statement with the Illinois Comptroller's office by July 31st following the close of the fiscal year (we acknowledge that this date is subject to availability of Comptroller's online portal).
5. File the audit report with the Cook County Clerk's office and Cook County's DDO with the Cook County Treasurer's office by July 31st following the close of the fiscal year.
6. File the IRS e-file Signature authorization for an Exempt Organization Federal Form 8879-EO and Return of Organization Exempt Form Income Tax Form 990 for Palatine Township Needy Family Fund with the IRS by July 31st following the close of the fiscal year.

7. File the Federal Form 990 –N (e Postcard) Summary for Palatine Township Report Inc. with the IRS. In addition, file the Illinois Charitable Organization Annual Report with the Office of the Attorney General, Charitable Trust Bureau by July 31st following the close of the fiscal year.
8. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.
9. The majority of the fieldwork to be performed will be performed at the Township offices.

Pension Plans

The Township participates in the Illinois Municipal Retirement Fund (IMRF).

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, 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 any and all working papers available upon request to the Township or its designees.

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.

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, Palatine Township requires that all responses to the RFP be organized in the manner, formats, and order described below:

- A. Completed Attachment A – Vendor Questionnaire
- B. Completed Attachment B – Schedule of Audit and Professional Fees. Make sure to list a separate fee for each year, including all reimbursable out of pocket expenses for the engagement, Comprehensive Annual Financial Report preparation, and an estimate of Single-Audit costs (if any). Also include hourly rates for any additional services not included in the scope of service.
- C. General description of your firm's organization.
- D. Professional experience & qualifications, specifically township experience.
- E. Key Staff Members – Identify all staff members who will be assigned to this engagement.
- F. List of current clients including name and phone number for each.
- G. Detail any specific information regarding your audit approach including management responsibilities and audit procedures.
- H. Any additional information that may be helpful to the Township in evaluating the proposal.

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.

Selection Criteria

All proposals will be evaluated for completeness, approach, experience, recommendations, and cost effectiveness. A recommendation to award the contract will be made by the Township Supervisor and Administrator with final determination made by the Palatine Township Board.

Palatine Township reserves the right to reject any and all proposals and to withdraw authorization to continue the contract because of failure of the firm to perform up to expected standards.

Attachment A – Vendor Questionnaire

Firm Name: _____

Contact Person _____

Address: _____

Phone Number: _____

Email Address: _____

Licensed in Illinois (circle one): Yes No

Number of years in practice: _____

Number of years with township audit experience: _____

Attachment B – Schedule of Audit & Professional Fees

Maximum Fees:	Base Audit and Report Preparation	Single Audit
All Inclusive Fee for FY ending 2/28/22 & 3/31/22	\$ _____	\$ _____
All Inclusive Fee for FY ending 3/31/23*	\$ _____	\$ _____

**Schedule of Hourly
Rates/Personnel:**

	Rate
Partners	\$ _____
Managers	\$ _____
Supervisors	\$ _____
Seniors	\$ _____
Staff	\$ _____
Other (specify)	\$ _____

*Currently the Township operates under two fiscal years for Palatine Township & Palatine Township Road & Bridge, moving forward in audit year 2, the township will combine both fiscal years ending 3/31/23.