



LAURA J. MORASK,
Supervisor

Supervisor
Laura J. Morask

REQUEST FOR PROPOSAL

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DECEMBER 5, 2017

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BY ORDER OF:
LAURA J. MORASK
MAINE TOWNSHIP SUPERVISOR
1700 BALLARD ROAD
PARK RIDGE, IL 60068
847-297-2510

**REQUEST FOR PROPOSAL
MAINE TOWNSHIP**

Maine Township will receive sealed proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending February 28, 2018, February 28, 2019 and February 29, 2020, in accordance with this Request for Proposal.

Proposals will be accepted by the Township Administrator until 9:30 a.m., on January 2, 2018. All proposals must be received prior to the date and time shown above. Proposals transmitted by facsimile or email will not be accepted.

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

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

Proposals must be submitted in a sealed envelope addressed to:

Administrator Dayna Berman
Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

**REQUEST FOR PROPOSAL
MAINE TOWNSHIP**

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I. GENERAL INFORMATION

A. Purpose and Invitation to Submit Proposal

Maine Township is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending February 28, 2018, February 28, 2019 and February 29, 2020, in accordance with this Request for Proposal.

Vendors providing a service or installing equipment on or about Maine Township property shall provide to the Maine Township Supervisor evidence of Comprehensive, Liability, and Workman's Compensation insurance prior to commencement of work on Maine Township property. The vendor guarantees to save Maine Township, its agents or employees, harmless 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 Maine 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, whether made by the vendor's employees.

There is no expressed or implied obligation for Maine Township to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, Maine Township reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Maine 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 Maine Township. Materials submitted after a contract is signed are subject to the ownership provision of the executed contract.

The auditor's principal contacts with Maine Township to coordinate the assistance to the auditor will be:

Laura J. Morask, Supervisor,
Dayna Berman, Administrator, or
Denise Jajko, Bookkeeper.

B. Description of Maine Township

Maine Township (also known as the Town of Maine) is a township unit of local government under the Illinois Constitution of 1970 with limited powers delegated by State Statutes. Its boundaries include parts of Park Ridge, Des Plaines, Niles, Glenview, Morton Grove, and Rosemont, and has a population of approximately 135,000. The Township's fiscal year begins March 1st and ends February 28th of the next succeeding calendar year.

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

1. A General Town Fund with annual revenues of approximately \$4,683,000.00;
2. A General Assistance Fund with annual revenues of approximately \$1,252,000.00; and
3. A Road and Bridge Fund with annual revenues of approximately \$1,980,000.00.

Governmental activities generally are financed through property taxes and other revenues. Maine Township's property tax is levied each year on all taxable real property located within the Township boundaries on or before the last Tuesday in December. Maine Township desires that the auditor assist each year with the preparation of the levy during the term of the contract.

During the current fiscal year 2017-18, Maine Township expects to receive the following revenue sources:

1. Personal Property Replacement Tax;
2. Social Security Reimbursement;
3. Interest Income;
4. Client Fees; and
5. Other Miscellaneous Income.

Maine Township participates with the Illinois Municipal Retirement Fund.

The accounting function is headed by Denise Jajko, Bookkeeper. Her principal functions performed are finance administration, accounts receivable, accounts payable, and payroll. Peachtree software a/k/a Sage software is utilized in recording financial transactions for Maine Township.

More detailed information on the Township and its finances can be found in the Maine Township 2016-17 Audit Report as of and for the year ended February 28, 2017. The Audit, the Budget and the Treasurer's Report can be viewed on the Maine Township website at www.mainetownship.com.

II. NATURE of SERVICES REQUESTED

A. General

Maine Township is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending February 28, 2018, February 28, 2019 and February 29, 2020 in accordance with this Request for Proposal. These audits are to be performed in accordance with auditing standards generally accepted in the United States (GAAS) and Government Auditing Standards (GAS) established for governmental agencies.

B. Entity to be Audited

Maine Township is requesting an audit which includes all the funds, accounts, capital assets and activities of Maine Township.

C. Scope of Work to be Performed

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

The auditor will issue an "in relation to" opinion on Maine Township's combining 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 Maine 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 modified cash basis of accounting and Government Auditing Standards. Ten (10) bound copies, one (1) unbound copy and one (1) PDF file of the AFR 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 one (1) bound copy and one (1) PDF file provided to Maine Township.

In addition to the reports indicated above:

1. The auditor shall communicate in a letter to the Maine Township Supervisor 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 Maine Township Supervisor. Auditors shall inform the Maine Township Supervisor of each of the following:

- a. The auditor's responsibility under generally accepted auditing standards.
- b. Significant accounting policies.
- c. Management judgments and accounting estimates.
- d. Significant audit adjustments.
- e. Other information in documents containing audited financial statements.
- f. Disagreements with management.
- g. Management consultation with other accountants.
- h. Major issues discussed with management prior to retention.
- i. 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 Maine 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 Maine Township, generally 9:00 a.m. to 5:00 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 Maine Township of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designee: Maine Township Supervisor and the Board of Trustees.

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

G. Time Requirements

Maine Township will make all records and management personnel available to meet with the firm's personnel anytime after the award of contract. .

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 Maine Township a list of all schedules to be prepared by Maine Township prior to the audit and no later than the first (1st) Monday in March of each year.

2. Fieldwork

The auditor shall conduct a preliminary audit during the second week in March of each year.

The auditor shall begin the fieldwork portion of the audit no later than the first (1st) Monday in May of each year and complete all fieldwork within two (2) weeks of initiation of the audit. Maine Township shall be notified, in advance, of the audit person or persons to be assigned to Maine 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 the Maine Township Supervisor no later than the third (3rd) Monday in May of each year.

4. Final Audit Report

All financial statements and reports must be delivered to Maine Township in final and complete form no later than the first (1st) Monday in June of each year.

5. Audit Presentation

The auditor shall, at the request of the Supervisor, present the final audit results to the Maine Township Board at a Board Meeting, which takes place the fourth (4th) Tuesday of every month.

6. State Comptroller's Report

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

H. Assistance to be provided to the Auditor

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

Maine Township will provide the auditor with reasonable workspace. The auditor will also 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 proposers 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, Subparagraph B, of this Request for Proposal.

e. Fee Proposal - the proposed fees should be presented using Appendix A of this Request for Proposal. The proposed fees shall be the maximum, not to exceed fee for each fiscal year shown.

f. 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 (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 B.

g. The auditor hereby agrees to save and hold harmless and indemnify Maine 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 auditor, its employees, or agents. This agreement extends to all claims, of any nature, whether made by the auditor's employees. The Save and Hold Harmless Agreement should be presented using Appendix C.

2. Proposers must send the completed proposal on or before 9:30 a.m. on January 2, 2018, to the following address:

Administrator Dayna Berman
Maine Township
1700 Ballard Road
Park Ridge, Illinois 60068

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 Maine 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 Request for Proposal's requirements.

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 9 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 Maine Township as defined by generally accepted auditing standards.

3. The firm shall also list and describe the firm's professional relationships involving Maine 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 outline its experience in auditing governments, specifically Townships.

6. 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.

7. The proposal shall identify and describe any pending or previous litigation the firm was involved in over the past three (3) years which dealt with the quality of audit work or of pricing of auditing services rendered.

8. 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 Maine Township. However, in either case, Maine Township retains the right to approve or reject replacements.

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

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

9. The firm shall specify a work schedule which include a start date and completion date which adheres to Maine Township time requirements listed in Section G: Time Requirements, Nos. 1 through 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 Proposal on a "not to exceed" basis for the years ending February 28, 2018 through February 29, 2020. The fee proposal shall separate pricing of Maine Township Town Fund, General Assistance and Road & Bridge. The option will be solely that of Maine Township based on satisfactory negotiations or the fee with the auditor at that time. 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 Maine Township to request that the auditor render any additional services to either supplement the services requested in this Request for Proposal 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 Maine Township and the firm. Any such additional work agreed to between Maine Township and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Fee Proposal (Appendix A). Work performed outside the scope of services outlined in this Request for Proposal is to be performed only at the written request of Maine Township.

3. Manner of Payment

Payment for services will be issued in the following manner: :

- a. Fifty Percent (50%) upon the annual audit being finalized and presented; and
- b. Fifty Percent (50%) upon the filing of the State Comptrollers' Report.

IV. EVALUATION of PROPOSALS

A. Evaluation Process

1. Proposals will be evaluated by the Township Supervisor and the Administrator, with discretion of the Supervisor to include a member of the Board who has specific knowledge in this field.
2. The Supervisor and Board of Trustees will evaluate the technical proposal submitted by each firm using the criteria shown in this Section IV, Subparagraph B.
3. The Supervisor and the Board of Trustees will select that proposal which is judged to be the most responsive to Maine Township's requirements, and based on ability and fee, appears to be best able to serve Maine Township.
4. Award of the contract is approved by the Supervisor and Board of Trustees.

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 has a record of quality audit work.
- c. The firm adheres to the instructions in this Request for Proposal on preparing and submitting.

2. Technical Qualifications - The firm will be evaluated on the following expertise and experience:

- a. The firm's 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.

3. All-inclusive maximum, not to exceed, fee.

C. Oral Presentations

During the evaluation process, the Supervisor may, at her 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 and the Board of Trustees 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 Proposal unless clearly and specifically noted in the proposal submitted. Maine 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 February 28th, for the fiscal years listed below:

Town Fund Audit:

2017/18	2018/19	2019/20
\$ _____	\$ _____	\$ _____

General Assistance Audit:

2017/18	2018/19	2019/20
\$ _____	\$ _____	\$ _____

Road & Bridge Audit:

2017/18	2018/19	2019/20
\$ _____	\$ _____	\$ _____

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

	2017/18	2018/19	2019/20
Partner	\$ _____	\$ _____	\$ _____
Manager	\$ _____	\$ _____	\$ _____
Supervisor	\$ _____	\$ _____	\$ _____
Staff	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Other			
_____	\$ _____	\$ _____	\$ _____
Other			

Firm Name: _____

Address: _____

Signature: _____ Date: _____

Printed Name: _____ Title _____

Telephone Number: _____

Appendix B - 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 auditor 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 compliant 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 proposer.

Print Name

Date

Authorized Signature

Title

Company Name

Subscribed and sworn before me this _____ day
of _____, 20_____.

Notary Public

Appendix C - SAVE AND HOLD HARMLESS AGREEMENT

Vendors providing a service or installing equipment on or about Maine Township property or its component unit property shall provide to the Maine Township Supervisor evidence of Comprehensive, Liability, and Workman’s Compensation insurance prior to commencement of work on Maine Township property. The vendor guarantees to save Maine Township, its agents or employees, harmless 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 Maine 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, whether made by the vendor’s employees.

Failure to sign will result in disqualification of the proposer.

Print Name

Date

Authorized Signature

Title

Company Name

Subscribed and sworn before me this _____ day
of _____, 20_____.

Notary Public