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Audit Services RFP

Date Issued: September 15, 2025

Response due: November 7, 2025, 9 am CST

Introduction

The Addison Public Library (APL) will accept proposals from Certified Public Accounting firms to provide audit services for our Library. Visit the library's [website](#) to view this document online.

Description of the Addison Public Library

The Addison Public Library (APL) serves a population of approximately 36,000 in the Village of Addison, Illinois. The Library is governed by an elected board of seven trustees, all residents of the Village, and administered by a Library Director. APL is a semi-autonomous municipal corporation organized under the Local Library Act [75 ILCS 5/1-1 et seq.] as a discrete component unit of the Village of Addison.

The Library provides general library services as well as ancillary services, such as meeting rooms, computers, notary services, and voter registration. The Library contracts out for janitorial services, legal services, and accounting services.

The library currently maintains the following nine (9) funds:

1. Corporate Fund
2. Special Reserve Fund
3. Unemployment Insurance Fund
4. Liability Insurance Fund
5. Workers Compensation Insurance Fund
6. Audit Fund
7. IMRF Fund
8. FICA Fund
9. Per Capita Grant Fund

The library participates in one pension plan, the Illinois Municipal Retirement Fund (IMRF), a multiple employer/agent plan. The Village of Addison serves as the APL's IMRF Authorized Agent.

The primary source of funding for the Library is property taxes. The Library has an April 30 fiscal year end, with a requirement to file an Audit Report and Treasurers Report with the Illinois State Comptroller and DuPage County Clerk within 180 days after fiscal year end (35 ILCS 200/30-30 and 50 ILCS 310/2). A copy of the Library's most recent audited annual financial statement is available on our website [here](#).

Key Personnel:

Mary Medjo Me Zengue, Director

Donna Quick, Business Office Manager

Service to Be Performed

Your proposal is expected to cover all required reporting in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report with the Comptroller and will include meetings with the Library's Administration team and/or Board of Trustees as necessary.

In addition to the above services, the proposal is expected to cover a management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by general accepted auditing standards.

It should be noted that the Village of Addison manages the Library's IMRF (pension) and employee health insurance accounting and coordination with Village officials and/or Village auditors may be necessary. APL handles payroll for library employees independently of the Village.

Deliverables

- A. Annual Financial Report (Independent Auditor's Report and Financial Statements).
- B. Annual Comptroller's Report.
- C. Presentation of results to the Board of Library Trustees at its regular meeting on the third Tuesday in September or October, each year.

Term of Engagement

A single-year contract for fiscal year 2026 is contemplated. It is the intent of the Library's board of trustees to continue its relationship with the auditor for up to five years, subject to the annual review by the board, and the Library is open to multi-year offers.

Relationship with Current Auditor

These services have been provided by Sikich LLC for many years. However, as part of good fiscal practices, we are seeking proposals at this time to determine cost from other firms.

Other Information

Working Papers

The working papers shall be retained for at least five years. The working papers will be available for examination by authorized representatives of the State of Illinois, and, if required, the cognizant federal audit agency and the General Accounting Office.

Government Accounting Standards Board

It is expected that your firm will have a sufficient number of experienced and adequate staff available to meet the relevant pronouncements/statements that have been issued by GASB. The Library expects the successful proposer to review all supplemental schedules and to advise, as necessary, on related accounting and reporting concerns.

Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Detail your firm's size, structure, and experience in providing auditing services to public libraries, as well as other government agencies.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss the firm's independence with respect to the Addison Public Library.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also, discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the coverage amount of your professional liability insurance and the name of the insurer. Indicate if your firm has been involved in any lawsuit for similar work in the last five years.
7. Identify the partner, manager, and in-charge accountant who will be assigned to our library if you are successful in your bid and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
8. Describe how your firm will approach the audit of the Library, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. Finally, discuss the communication process used by the firm to discuss issues with the management and library board.
9. Set forth your fee proposal for the FY2026 audit, with whatever guarantees can be given regarding increases in future years. You may also additionally propose fees for three- or five-year terms of engagement.
10. Furnish standard billing rates for classes of professional personnel for each of the last three years.

11. Provide the names and contact information for at least three other, similarly sized public library clients of the partner and manager that will be assigned to our organization for reference purposes.

Timeframe

Please provide a timeline that addresses the following activities and any others that are appropriate.

1. Planning and interim testing [Date]
2. Meeting with the Administration team to discuss the audit plan [Date]
3. Submission of a list of client-provided documents and requests [Date]
4. Begin fieldwork (approximately XX weeks) [Date]
5. Financial statement draft for management review [Date]
6. Presentation of draft audit report and comments to the Library's Administration team and Board of Trustees. [Date]
7. Issue final audit report [Date]

Submission Information

Questions must be submitted to medjo@addisonlibrary.org no later than 3 p.m. on Monday, October 6, 2025. All questions received by the deadline will be posted with an answer [here](#) by 3 p.m. on Friday, October 10, 2025.

All proposals must be submitted via email no later than 9 a.m. on Friday, November 07, 2025.

Proposals must be emailed to medjo@addisonlibrary.org with a subject line of "APL Audit Services Proposals 2025".

Late proposals shall be rejected and returned to the proposer. This deadline is absolute, and proposals received after the due date and time shall not be considered.

Proposals must include all costs. Proposals must be held firm for 60 days.

The following criteria will assist in assessing the merits of each proposal:

- Responsiveness to the RFP
- Experience and qualifications
- References – Examples of completed audits and satisfaction of current/former clients.
- Fee structure – Proposed fee structure relative to the services provided.

APL reserves the right to reject any and all proposals submitted and to request additional information from all proposers. Any contract awarded will be made to the independent auditor

who, based on evaluation of all responses, applying all criteria, is determined to be the best qualified to complete the audit.

The award date is anticipated to be Tuesday, November 18, 2025, at the Board Meeting which begins at 6:30 PM.

The Addison Public Library reserves the right to reject any or all proposals or to waive any or all technicalities in any proposals in its best interest.