

RFP for Auditing Services

Cedar County Library District is seeking proposals for auditing its financial records and producing the Comprehensive Annual financial Report.

Background

Cedar County Library District consists of Cedar County, Missouri. The library is governed by a five member Board of Trustees, who is appointed by the county commissioners. The total annual operating budget is \$498,790 for the 2024 fiscal year with property taxes representing approximately 32% of the revenues and sales taxes representing approximately 63%. Cedar County Library maintains two branches and employs twelve people representing about 6.75 FTEs, according to the 2024 Statistical Report. NOTE: As of January 1, 2021, the payroll has been out-sourced to an accounting firm so the employees are paid biweekly with direct deposit.

Monthly financial reporting is performed by the Treasurer of the Board of Trustees. Completed financial reports for FY2024 will be available the end of January 2025. In succeeding years they will be available at the end of January.

Cedar County Library had two additional auxiliary units: Friends of the Library, Inc., Stockton, Missouri (dissolved Aug., 2021), and Friends of the Library, Inc., El Dorado Springs, Missouri, (dissolved Oct., 2019).

Scope of services

1. The Library is a political subdivision of the State of Missouri, organized under the Revised Statutes of the State of Missouri. Respondents shall be responsible for complying with all relevant statutory requirements applicable to the Library and political subdivisions of the State of Missouri.
2. The contract for auditing services shall be for the fiscal year ending December 31, 2024, with an option to renew for two additional years. All pricing provided shall be firm through the contract period.
3. The audit shall be performed in accordance with generally accepted auditing standards for political subdivisions; the provisions of the U.S. Comptroller General's Government Auditing Standards; and the provisions of OMG Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*.
4. The audit shall include an examination and evaluation of the balance sheet at December 31, and related statements of revenues, expenditures and changes in fund balance for the twelve months then ended for the Library District; the Library's internal control structure elements; and the Library's compliance with regulatory provisions of state and federal grants.
5. The audit firm selected will be responsible for the following:
 - Examination of Expenditures of Federal Awards as needed (in FY 2024, the Library received approximately \$14,229 in federal LSTA grant funds) as of September 1, 2024.
 - Basis Report Requirements: Type, collate, assemble, copy, bind and proof Comprehensive Annual Financial Report and provide 15 copies to the Library District.
6. Final copies of Comprehensive Annual Financial Report are due not later than April 20

of year as required by RSMo 182.075(3).

7. The Library will provide the following:

- Monthly Financial Reports
- General Ledger for the year
- Supporting financial records

Proposed Calendar of Events

October 7, 2024	Issue RFP
October 23, 2024	Sealed bids due at 5:00 pm at 717 East St., Stockton, MO 65785
October 24, 2024	Proposals opened at regular board meeting at 9:30 am at the Stockton Branch, the board awards bid, and the engagement letter is executed.

Basic Requirements for Proposals

- Respondent shall submit five (5) copies of the proposal.
- Proposals are due at the Cedar County Library, 717 East St., Stockton, MO 65785 by 5:00 pm CST, October 23, 2024.
- Proposals shall be submitted in a sealed envelope marked, “Auditing Services” and addressed to the attention of Bennie Salkil, President of Cedar County Library Board of Trustees, Cedar County Library, 717 East St., Stockton, MO 65785.
- Respondent shall include in the proposal a list of qualifications and a current/former client list with contact information. Respondent shall provide a list of clients for which they have provided similar auditing services in the past three years and shall include libraries, if any. The name of the institution, contact person, address, and phone number must be included.
- Respondent shall include the completed pricing sheet within the proposal.
- Respondent agrees to enroll and participate in a Federal Work Authorization Program, if applicable, with respect to the employees working in connection with the contracted services to be provided to the Library.
- All proposals received will be kept confidential throughout the evaluation process. However, upon award, all information becomes public record. If any portion of proposal contains “proprietary” information, it should be clearly noted, and all efforts will be made to retain the confidentiality of such information.
- Any questions concerning this RFP shall be submitted in writing by mail, email, or fax to:

Kay Forest, Treasurer of the Cedar County Library Board of Trustees

Cedar County Library District

717 East Street

Stockton, MO 65785

E-mail: **kforest2009@hotmail.com**

Fax: (417) 512-5005

Answers will be shared with all prospects.

Selection Criteria

- Experience with organizations similar in size and/or operations.
- Recommendations from former clients and prior experience with the Library, if applicable.
- Competence, as demonstrated by the qualifications and technical backgrounds of staff to be assigned to the engagement.
- Cost, as determined by the lowest cost commensurate with quality of work.

A letter of engagement will be signed with an independent auditor who, based on an evaluation of all responses, applying all criteria, is determined to be the best qualified to perform the audit.

Basis of Awarding

The right is reserved, as the interest of the Library may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any of all proposals under advisement or to accept any proposal as may be deemed to be in the Library's interest in meeting the standard of lowest and best proposal.

Equal Opportunity

Cedar County Library is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws.

Financial Information

A copy of the Library's Annual Financial Report for the fiscal year ended December 31, 2020, is available upon request.

Appendix A

The pricing sheet attached as Appendix A must be included with all proposals.

Appendix A – Pricing Sheet

RFP for Auditing Services 2024

Firm Name: _____

Firm Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

E-mail: _____ Date: _____

Total Cost for General Audit:

First year: _____

Second year: _____

Third year: _____

Respondent must provide sufficient detail to explain fee structure fully. Any contingent fees should be explained fully and an annual estimate provided by the Respondent.