



25448 Seil Rd.
Shorewood, IL 60404
815-744-1968

Request for Proposal
For
Professional Auditing Services

November 29, 2021

General Information

Troy 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 March 31, 2022, with the option of auditing its financial statements for each of the subsequent two fiscal years.

Any questions regarding the RFP should be addressed to Jennifer Dylik, Administrator, at 815-744-1968.

Firms interested in submitting proposal should comply with the requirements set forth in this Request for Proposal ("RFP"). To be considered, two (2) hard copies and one (1) pdf electronic copy of the firm's proposal must be received by January 14, 2022, at 1:00 p.m. Electronic copies may be sent to Jennifer Dylik at Jdylik@troytownship.com. Proposals being sent US mail or via courier should be addressed as follows:

Troy Township
Jennifer Dylik, Administrator
25448 Seil Rd.
Shorewood, IL 60404

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 Distributed November 29, 2021
- Proposals due to Troy Township.....January 14, 2022, by 1:00 p.m.
- Troy Township Board Meeting (selection of firm)..... January 24, 2022, at 7:00 p.m.
- CPA firm notified.....January 25, 2022
- Proposed contract/engagement letterJanuary 25, 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 Troy 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 Jdylik@troytownship.com.

Background of Troy 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. Troy Township held its first election on April 2, 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. Some of Troy Township's services are listed in the graphic to the right.

Troy Township has a March 31st fiscal year end, with a requirement to file the Audit and Annual Financial Report with the State of Illinois and the County of Will within six months of the fiscal year end.

The township uses QuickBooks Premier Nonprofit Edition 2019 accounting software. We employ the services of an externally contracted bookkeeper to perform bank reconciliations, 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, Community Services Director, and Office Assistant.

For more information about Troy Township or to [view copies of prior year audits](https://www.troytownship.com/annual-audit-reports-annual-treasurers-reports/), please visit <https://www.troytownship.com/annual-audit-reports-annual-treasurers-reports/>.

Scope of Work

Services:

Your proposal is expected to cover the following services:

1. Annual audit of the financial statements for the year ending 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. Road and Bridge Fund
 - b. General Town Fund
 - c. General Assistance Fund
 - d. Health Reimbursement Account (very minimal activity)
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 September 1st 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 September 1st following the close of the fiscal year (we acknowledge that this date is subject to availability of Comptroller's online portal).
5. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.
6. 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, Troy 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 Troy Township Board.

Troy 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 March 31, 2022	\$ _____	\$ _____
All Inclusive Fee for FY ending March 31, 2023	\$ _____	\$ _____
All Inclusive Fee for FY ending March 31, 2024	\$ _____	\$ _____

Schedule of Hourly Rates / Personnel:	Rate
Partners	\$ _____
Managers	\$ _____
Supervisors	\$ _____
Seniors	\$ _____
Staff	\$ _____
Other (specify)	\$ _____