



BLOOMINGDALE PARK DISTRICT

REQUEST FOR

PROPOSALS

PROFESSIONAL AUDIT SERVICES

FOR THE FISCAL YEARS ENDING MAY 31, 2020, 2021 AND 2022

PROPOSALS MUST BE RECEIVED BY

THE FINANCE DEPARTMENT BY

10 a.m. on January 13th, 2020

REQUIRED FOR USE BY THE BLOOMINGDALE PARK DISTRICT

FINANCE DEPARTMENT

REQUEST FOR PROPOSALS

The Bloomingdale Park District will receive sealed proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending May 31, 2020, 2021 and 2022 in accordance with this request for proposal.

Proposals will be accepted by the Finance Department until 10 AM , local time, on 01/13/2020, at which time all proposals will be opened and publicly acknowledged. All proposals must be received prior to the date and time shown above. Proposals transmitted by facsimile will not be accepted.

Proposals must be submitted in a sealed envelope marked in the lower left-hand corner:

AUDIT SERVICES PROPOSAL
PROPOSAL OPENING January 13, 2020 - 10 a.m.

Address the proposal to Finance Department, Bloomingdale Park District, 172 S Circle Ave, Bloomingdale IL 60108.
A bid deposit is not required.

For the Bloomingdale Park District,

Individual signing
June Fergus or representative

Bloomington Park District, ILLINOIS

REQUEST FOR PROPOSALS

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I. General Information

A. Purpose and Invitation to Submit Proposal

The Bloomingdale Park District is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending May 31, 2020, 2021 and 2022, in accordance with this request for proposal.

There is no expressed or implied obligation for the Bloomingdale Park District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the Bloomingdale Park District reserves the right, where it may serve the Park District's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Bloomingdale Park District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

No subcontracting will be permitted.

The auditor's principal contacts with the Bloomingdale Park District will be Carrie Fullerton, Executive Director, or June Fergus, Director of Finance and HR, who will coordinate the assistance to be provided by the Bloomingdale Park District to the auditor.

B. Description of Bloomingdale Park District

The Bloomingdale Park District serves an area of approximately 6.9 square miles with a population of approximately 22,000. The Bloomingdale Park District operates under a community-elected Board of Commissioners form of government. The Board consists of five members serving staggered six-year terms. The Bloomingdale Park District is organized into three major departments, having a total payroll of approximately \$ 1,980,000 covering 222 employees. The accounting and financial reporting functions of the Bloomingdale Park District are centralized. An organizational chart is attached as Appendix B.

The Bloomingdale Park District provides a diverse cross-section of recreational opportunities including sports, specialized summer camps, fitness programs, gymnastics, preschool programs, before and after school child activity programs, teen and senior programs. Bloomingdale Park District utilizes fund structures in accordance with current governmental accounting standards. The detail is noted in Appendix C. In total, the Bloomingdale Park District employed 12 funds as of December 2019.

The number and type of funds will necessarily change over time as circumstances dictate, thus, Appendix C is not to be considered either all-inclusive or static.

During the current fiscal year FY2020, the Bloomingdale Park District expects to receive the following financial assistance and state revenue sources:

State Payments: Personal Property Replacement Tax, Potential Capital Bill Funds

The Bloomingdale Park District has applied for several grants including the Com Ed Clean Energy Grant, and the IAPD Power Play Grant.

The Bloomingdale Park District participates in the Illinois Municipal Retirement Fund. Actuarial services for the Illinois Municipal Retirement Fund are provided by an independent actuary.

The Finance Department is headed by June Fergus, Director of Finance and HR, and consists of June and Jennifer Vale, the Payroll and Accounting Assistant . Additional financial functions are performed by Kathy Jecmen, the Front Desk Supervisor. The Bloomingdale Park District Foundation contact will be Josh Hendricks, Director of Marketing.

The computer hardware and software utilized in recording financial transactions; all of which are networked, is detailed below:

Windows 10 Personal Computers and/or laptops

Credit Card Terminals: Equinox L5300, Third Party Card Processor: Elavon

Financial Software: Tyler Technologies Incode Release 2019.3

Timekeeping Software: Timeclock Plus

Recreation/Registration Software: Rec Trac 10.3, upgrading to version 3.1 in March/April of 2020

The following information on the Bloomingdale Park District's financial activity is actual for calendar year 2018.

Vendor Checks Issued Annually:	2,300
Annual Payroll:	\$1,978,683
Payroll Checks Issued Annually:	2,705
FY2019-2020 Budget:	\$8,797,256

More detailed information on the government and its finances can be found in the Bloomingdale Park District's 2019-2020 Budget and the Comprehensive Annual Financial Report (CAFR) for the Year Ended May 31, 2019. The budget, CAFR and other pertinent statements can be viewed at the Bloomingdale Park District website at www.bloomingtonparks.org or at the Johnston Recreation Center upon request.

II. NATURE OF SERVICES REQUIRED

A. General

The Bloomingdale Park District is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending May 31, 2020, 2021 and 2022. These audits are to be performed in accordance with auditing standards generally accepted in the United States (GAAS) for governmental agencies as well as the provisions set forth in this request for proposals.

B. Entity to be Audited

The Bloomingdale Park District is requesting an audit of the governmental activities, each major fund and the aggregate remaining fund information. The Bloomingdale Park District does not have any component units. Nor is the Bloomingdale Park District a component unit of any other government. The number and types of funds of the Bloomingdale Park District to be audited is included as Appendix C to this request for proposal.

C. Scope of Work to be Performed

The Bloomingdale Park District desires the auditor to express an opinion on the fair presentation of the financial position of the governmental activities, each major fund, and the aggregate remaining fund information in conformity with accounting principles generally accepted in the United States of America.

The auditor will issue an "in relation to" opinion on the Bloomingdale Park District's combining and individual fund statements and schedules.

The auditor is not required to audit the introductory or statistical information sections of the CAFR.

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 generally accepted auditing standards.

Other Scope Options:

Preparation of a CAFR

It is the Bloomingdale Park District's intent to have the auditor prepare, edit and produce all sections of the Comprehensive Annual Financial Report (CAFR) of the Bloomingdale Park District based on financial and other information provided by the Bloomingdale Park District.

The auditor is not required to audit the statistical section of the report.

The auditor is also required to prepare the annual 990 tax returns for the Bloomingdale Park District Foundation, a 501c.3 organization.

Other Services

The auditor will be responsible for compiling and filing the following reports (unaudited) from information provided by the Bloomingdale Park District:

- Comptroller of the State of Illinois, Annual Financial Report
- Annual 990 tax returns for the Bloomingdale Park District Foundation(501c.3 organization) for tax years 2019, 2020 and 2021

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 generally accepted accounting principles (and *Government Auditing Standards* when a single audit is requested). Fifteen (15) bound copies and one electronic PDF file of the CAFR are to be provided by the auditor.
2. The Annual Financial Report that must be filed with the State of Illinois shall be prepared and filed by the auditor with one electronic copy provided to the Bloomingdale Park District .

3. If required, a separate report in accordance with OMB Circular A-133 {Single Audit Act}. Eight bound copies are to be provided by the auditor.
4. Annual 990 tax returns for the Bloomingdale Park District Foundation adhering to all current IRS regulations.

In addition to the reports indicated above:

1. The auditor shall communicate in a letter to management 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. The auditor should identify and prepare an explanation detailing any significant impact on the Bloomingdale Park District for any future GASB requirements and the required implementation time period for each.
3. 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 Board.

Auditors shall inform the Bloomingdale Park District Board of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

E. Special Considerations

The auditor will submit the Bloomingdale Park District's comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting program. In accordance with this award program, the auditor shall assure that the Bloomingdale Park District's CAFR conforms to the provisions of the program and shall prepare annually the Bloomingdale Park District's response to comments made by the award program on the preceding year's report as submitted to the program. All appropriate and reasonable changes that are required by the prior year's comments are to be incorporated into the current year's report.

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 three {3} years, unless the firm is notified in writing by the Bloomingdale Park District 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:

1. Bloomingdale Park District
2. Auditors of entities of which the Bloomingdale Park District is a sub-recipient of grant funds

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

G. Time Requirements

The Bloomingdale Park District will make all records and management personnel available to meet with the firm's personnel any time after the award of contract. The Bloomingdale Park District expects to have fully- adjusted trial balances available no later than July 30 each year.

The auditors must be able to meet the following deadlines for the fiscal year audit:

1. Detailed Audit Plan

The auditor shall provide the Bloomingdale Park District with both a detailed audit plan and a list of all schedules to be prepared by the Bloomingdale Park District, as agreed upon by the Park District, prior to the audit but no later than May 31 of each year.

2. Fieldwork

Fieldwork shall be completed by the date agreed upon and specified in the Detailed Audit Plan. The Bloomingdale Park District shall be notified, in advance, of the audit team to be assigned to the Bloomingdale Park District's engagement.

3. Draft Reports

The auditor shall supply electronically the initial draft of the CAFR including the auditor's report, financial statements, notes to the financial statements and recommendations to management by the date agreed upon and specified in the Detailed Audit Plan.

4. Final Reports

All financial statements and reports must be delivered to the Bloomingdale Park District in final and complete form at least one week prior to the Board meeting date, as determined by the Park District, in which the audit will be presented for acceptance.

H. Assistance to be Provided to the Auditor

Finance Department staff and responsible management personnel 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 the Bloomingdale Park District. The mailing of the confirmation letters shall be the responsibility of the auditing firm.

The Bloomingdale Park District will have personnel available to assist the auditor in performing the engagement. MIS personnel will also be available to provide system documentation and explanations.

The Bloomingdale Park District will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to one telephone and internet access, and photocopying facilities.

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. Five {5} bound, one {1} unbound and one {1} electronic 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 ninety {90} days.
 - d. Detailed Technical Proposal - The detailed technical proposal is set forth in Section III-B of this request for proposal.
 - e. Fee Proposal - the proposed fees should be presented using Appendix A. The proposed fees shall be the maximum, not to exceed fee for each fiscal year shown.
 - f. Proposed Annual Timeline – a detailed timeline which includes the proposed annual timeline of fieldwork, draft and final reports should be included.
2. Proposers must send the completed proposal on or before 10 a.m. January 13th, 2020 to the following address:

June Fergus
Bloomingdale Park District
172 S Circle Ave
Bloomingdale, IL 60108

No late proposals will be considered.

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity, of the firms seeking to undertake an independent audit of the Bloomingdale Park District 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 that 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 Nos. 2 through 7 must be included. They represent criteria against which the proposal will be evaluated.

2. Independence

The firm shall provide an affirmative statement that it is independent of the Bloomingdale Park District as defined by generally accepted auditing standards.

The firm shall also list and describe the firm's professional relationships involving the Bloomingdale Park District 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.

In addition, the firm shall give the Bloomingdale Park District written notice of any professional relationships entered into during the period of this agreement should it be thought to cause a conflict of interest.

3. License to Practice in Illinois

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Illinois.

4. Firm Qualifications and Experience

The proposal shall state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three {3} years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three {3} years with state regulatory bodies or professional organizations.

The proposal should 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.

5. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether

each such person is licensed to practice as a certified public accountant in Illinois. The firm also should provide information on the government auditing experience of each person, including membership in professional organizations relevant to the performance of this audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

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 the Bloomingdale Park District. However, in either case, the Bloomingdale Park District retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the Bloomingdale Park District, 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.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, provide a list of four(4) of the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposals. Please also specifically note those engagements which received the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed to perform the services required in Section II of this request for proposal. Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. The extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of software in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of the Bloomingdale Park District's internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.

C. Fee Proposal

1. Total All-inclusive Maximum Fee

The fee proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals on a "not to exceed" basis for the years ending May 31, 2020 through

May 31, 2022. The total all-inclusive maximum price proposed is to contain all direct and indirect costs including all out-of-pocket expenses. Fees for preparation of the 990 tax returns should be identified separately.

2. Rates for Additional Professional Services

If it should become necessary for the Bloomingdale Park District to request that the auditor render any additional services to either supplement the services requested in this request for proposals 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 the Bloomingdale Park District and the firm. Any such additional work agreed to between the Bloomingdale Park District and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid {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 the Bloomingdale Park District.

3. Manner of Payment

Progress payments will be made based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal.

IV. EVALUATION OF PROPOSALS

A. Evaluation Process

1. Proposals will be evaluated by a Selection Committee consisting of the Executive Director and the Director of Finance. The Selection Committee may also include board representation.
2. The Selection Committee will evaluate the technical proposal submitted by each firm using the criteria shown in Section IV-B.
3. The Selection Committee will select that proposal which is judged to be the most responsive to the Bloomingdale Park District's requirements, and based on ability and fee, appears to be best able to serve the Bloomingdale Park District. The Selection Committee will present its recommendation to the Board of Commissioners of the Bloomingdale Park District.
4. The Board of Commissioners will review the recommendation of the Selection Committee and, if in agreement, make a recommendation for contract award. An oral presentation as described in IV-C may be required.
5. Award of the contract is approved by the Bloomingdale Park District Board of Commissioners.

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 audit firm's professional personnel have received adequate continuing professional education pertinent to the audit of governments.
 - c. The firm has no conflict of interest with regard to any other work performed by the firm for the Bloomingdale Park District.
 - d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
 - e. The firm adheres to the instructions in this request for proposals on preparing and submitting.
2. Technical Qualifications: The firm will be evaluated on the following:
- a. Expertise and Experience
 - {1} The firm's past experience and performance on comparable government engagements.
 - {2} The quality 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.
 - b. Audit Approach
 - {1} Adequacy of proposed staffing plan for various segments of the engagement.
 - {2} Adequacy of sampling techniques.
 - {3} Adequacy of analytical and other procedures.
3. All-inclusive maximum, not to exceed, fee.

C. Oral Presentations

During the evaluation process, the Selection Committee may, at its discretion, request any one or all firms to make oral presentations to the Selection Committee and/or to the Bloomingdale Park District's Board of Commissioners. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee or Board of Commissioners 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 proposals unless clearly and specifically noted in the proposal submitted. The Bloomingdale Park District reserves the right without prejudice to reject any or all proposals.

SCHEDULE OF PROFESSIONAL FEES FOR THE AUDIT OF THE FINANCIAL STATEMENTS AS OF MAY 31 FOR THE FISCAL YEARS LISTED BELOW:

Regular audit:

<u>2020</u>	<u>2021</u>	<u>2022</u>
\$ _____	\$ _____	\$ _____

Preparation of 990 Tax Returns for Bloomingdale Park District Foundation(501c.3):

<u>2019 tax year</u>	<u>2020 tax year</u>	<u>2021 tax year</u>
\$ _____	\$ _____	\$ _____

Single audit(if required):

<u>2020</u>	<u>2021</u>	<u>2022</u>
\$ _____	\$ _____	\$ _____

SCHEDULE OF PROFESSIONAL FEES FOR ADDITIONAL SERVICES, Quoted Hourly Rates for the Fiscal Years listed below:

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Partner	\$ _____	\$ _____	\$ _____
Manager	\$ _____	\$ _____	\$ _____
Supervisor	\$ _____	\$ _____	\$ _____
Staff	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
{Other}			

Firm Name: _____

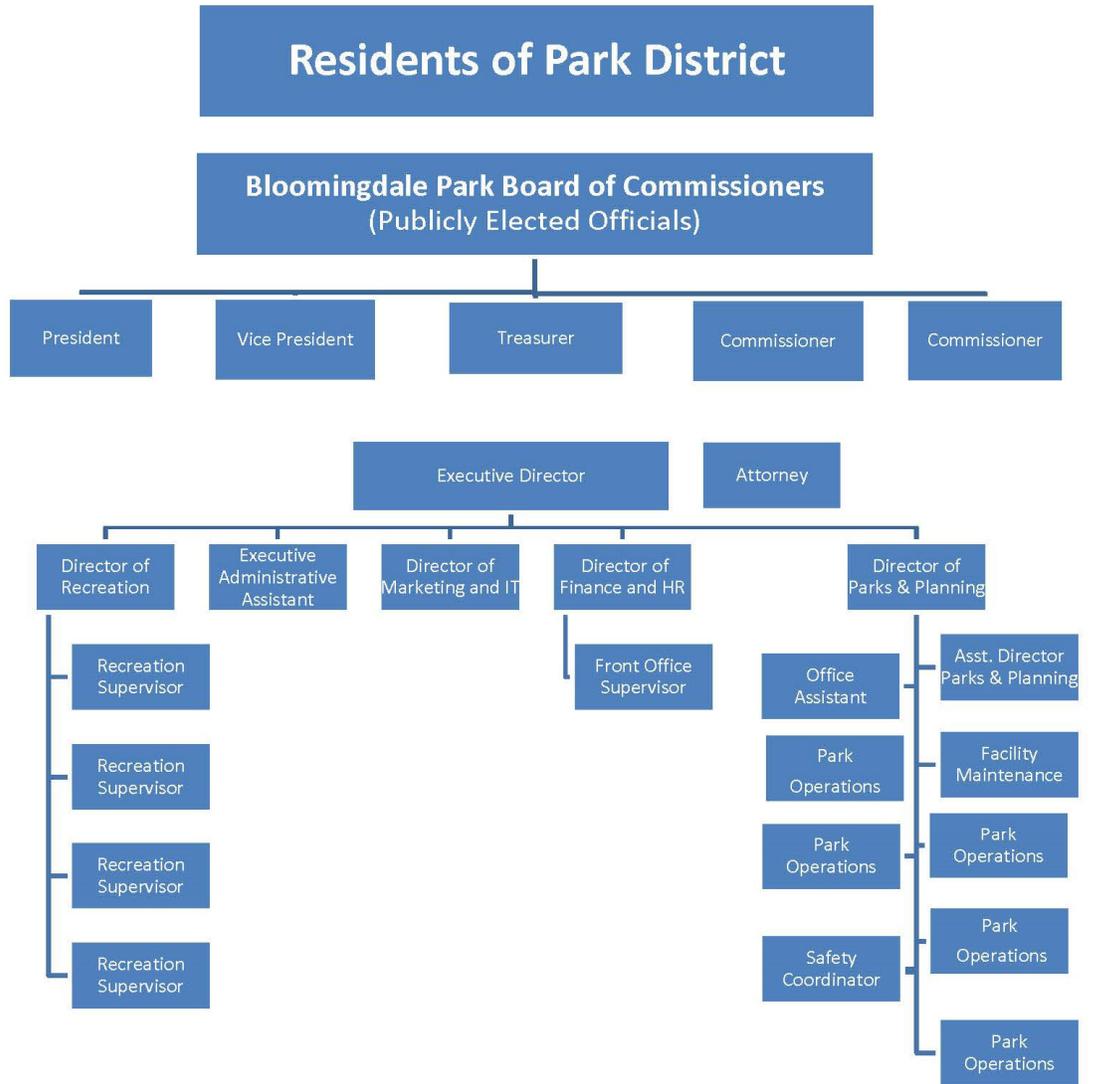
Address: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____ Telephone: _____

Appendix B
Organizational Chart



Appendix C

FUNDS / FUND STRUCTURE

As of December 2, 2019

GENERAL FUND – this fund includes the Corporate, Audit, Insurance Liability, Social Security, IMRF, Working Cash and Paving and Lighting Funds that are detailed separately in the Bloomingdale Park District financial software and internal management reports.

SPECIAL REVENUE FUNDS

- RECREATION FUND
- SPECIAL RECREATION FUND
- MUSEUM FUND

DEBT SERVICE FUNDS

- DEBT SERVICE FUND

CAPITAL PROJECTS FUNDS

- CAPITAL PROJECTS FUND