

Mesa County Public Library District
Request for Proposals



PROJECT TITLE: Annual Independent Audit

PROPOSAL DUE DATE: No later than 07/03/2020 at 5:00 p.m. Mountain Standard Time

PURPOSE AND BACKGROUND

The Mesa County Public Library District (“the District”) seeks to retain the services of an accounting firm to audit the financial reports of the District and related entities on an annual basis. The Districts’ and all related entities’ fiscal year ends on December 31st. At this time, the related entities include the Mesa County Public Library Foundation (“the Foundation”), a 501(c)(3) organization that engages in fundraising activities for the District.

The District is a special district governed by a Board of Trustees whose members are appointed by the Board of County Commissioners.

The District intends to award one contract to provide the services described in this RFP.

ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES*

Issue request for proposals	June 1, 2020
Written questions due no later than	June 19, 2020
Answers provided no later than	June 26, 2020
Proposals due by 5:00 p.m.	July 3, 2020
Proposal evaluation and interviews with finalists, if required, no later than	July 24, 2020
Decision by Audit Committee	July 27, 2020
Notification of “Apparent Successful Contractor”	July 31, 2020
Negotiate contract	August 7, 2020
Beginning of contract period	January 1, 2021

*The District reserves the right to revise the above schedule.

PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is scheduled to begin for fiscal year ending December 31, 2021. Amendments extending the period of performance, if any, shall be at the sole discretion of the District.

Representatives from Mesa County Public Library District reserve the right to extend the contract on an annual basis at the sole discretion of the District.

OBJECTIVES AND SCOPE OF WORK

- Annual audit of the District’s and the Foundation’s financial reports in compliance with the Governmental Accounting Standards Board
- Assist Finance Director and Development Director with questions during the completion of the annual financials
- Tax returns for the Foundation (990)
- Presentation at meetings of the District’s audit committee and/or Board of Trustees
- The District’s annual audit must be completed no later than April 15

STATEMENT of QUALIFICATIONS

- Licensed to do business in the State of Colorado or provide a commitment to become licensed within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- Detail your firm’s experience in providing auditing and tax services to organizations in the not-for-profit sector, as well as governmental entities of a comparable size to the District.
- Discuss the firm’s independence with respect to the District
- Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three (3) years.

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DEFINITIONS

Definitions for the purposes of this RFP include:

District – The Mesa County Public Library District is the entity that is issuing this RFP.

Apparent Successful Contractor – The consultant selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written agreement.

Consultant – Individual or company interested in the RFP and that may or does submit a proposal in order to attain a contract with the District.

Proposal – A formal offer submitted in response to this solicitation.

Proposer - Individual or company that submits a proposal in order to attain a contract with the District.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of a RFP is to permit the consultant community to suggest various approaches to meet the need at a given price.

ADA

The District complies with the Americans with Disabilities Act (ADA). Consultants may contact the Finance Director to receive an accommodation of this Request for Proposal if needed.

FINANCE DIRECTOR

The Finance Director is the sole point of contact in the District for this procurement. All communication between the Consultant and the District upon release of this RFP shall be with the Finance Director, as follows:

Name	Blair Wade
E-Mail Address	bwade@mcpld.org Subject line: RFP – Annual Independent Audit
Address	443 N. 6 th Street, Grand Junction, CO 81501
Phone Number	970-683-2436

* All Communication must specify "RFP – Annual Independent Audit"

From the date that this RFP is issued until a firm is selected and the selection is announced, firms should limit communication with any District employee other than the Finance Director unless specifically invited to do so. No questions other than written (e-mail) will be accepted, and no response other than written will be binding upon the District.

Any other communication will be considered unofficial and non-binding on the District. Consultants are to rely on written statements issued by the Finance Director.

SUBMISSION OF PROPOSALS

HARD COPY PROPOSALS:

Consultants may submit a hard copy of their proposal. All proposals must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the District's administrative office no later than 5:00 p.m. Mountain Standard Time on July 3, 2020.

The proposal is to be sent to the Finance Director at 443 N. 6th Street, Grand Junction, CO. 81501. The envelope should be clearly marked to the attention of the Finance Director, Blair Wade.

Consultants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Finance Director. Consultants assume the risk for the method of delivery chosen. The District assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the District and will not be returned.

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ELECTRONIC PROPOSALS:

Proposals may be submitted electronically as an attachment in an e-mail to Blair Wade, the Finance Director, at bwade@mcpld.org. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by the District and cannot be used for submission of proposals. The cover letter must have a scanned signature of the individual within the organization authorized to bind the Consultant to the offer. The District does not assume responsibility for problems with Consultant's e-mail. If the District's email is not working, appropriate allowances will be made.

Consultants should allow sufficient time to ensure timely receipt of the proposal by the Finance Director. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the District's e-mail is found to be at fault. All proposals and any accompanying documentation become the property of the District and will not be returned.

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the District. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Library Director, or a designee, and the Apparent Successful Contractor; thereafter, the proposals shall be deemed public records.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Consultant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Consultant has marked as "Proprietary Information," the District will notify the Consultant of the request and of the date that the records will be released to the requester unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, the District will release the requested information on the date specified. If a Consultant obtains a court order from a court of competent jurisdiction enjoining disclosure, or other state or federal law that provides for nondisclosure, the District shall maintain the confidentiality of the Consultant's information per the court order.

A charge will be made for copying and shipping. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the Finance Director is required. All requests for information should be directed to the Finance Director.

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals, who have made the Finance Director aware of their interest. Notice of revision will also be posted on mesacountylibraries.org. Consultants are responsible for sending a name, e-mail address, and telephone number to the Finance Director in order for your organization to receive any RFP addenda. The District also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by the District from the due date for receipt of proposals.

RESPONSIVENESS

All proposals will be reviewed by the Audit Committee to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The District also reserves the right at its sole discretion to waive minor administrative irregularities.

MOST FAVORABLE TERMS

The District reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. There will be no best and final offer procedure. The District does reserve the right to contact a Consultant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or the Consultant's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the District.

CONTRACT AND GENERAL TERMS & CONDITIONS

The Apparent Successful Contractor will be expected to enter into a contract with general terms and conditions as notated in the RFP. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation.

COSTS TO PROPOSE

The District will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

NO OBLIGATION TO CONTRACT

This RFP does not obligate the District to contract for services specified herein.

REJECTION OF PROPOSALS

The District reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

COMMITMENT OF FUNDS

The Library Director or a designee is the only individual who may legally commit the District to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

WORKERS' COMPENSATION COVERAGE

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The District will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

PROPOSAL CONTENTS

All proposals must be written in English. The four major sections of the proposal are to be submitted in the order noted below:

1. Letter of Submittal
2. Background and Approach
3. Organization and Staffing
4. Cost Proposal

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Consultant in preparing a thorough response.

LETTER of SUBMITTAL

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Consultant and any proposed subcontractors:

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1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
3. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number and the Uniform Business Identification (UBI) number issued by the state of Colorado Department of Revenue. If the Consultant does not have a UBI number, the Consultant must state that it will become licensed to operate in Colorado within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
5. Location of the facility from which the Consultant would operate.

BACKGROUND and APPROACH

The Background and Approach section must contain a comprehensive description of services including the following elements:

1. **Approach/Methodology** – Include a complete description of the Consultant’s proposed approach and methodology for the project. This section should convey Consultant understanding of the proposed project and of the District.
2. **Work Plan** - Include all service plan requirements including the proposed tasks, activities, etc. necessary to be successful in meeting the service needs as defined in this RFP. This section must contain sufficient detail to convey to members of the evaluation team the Consultant’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of the District’s staff. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
3. **Schedule** - Include a schedule indicating when the elements of the service will be completed. The schedule must ensure that service needs are going to be adequately met.

ORGANIZATION and STAFFING

Experience Management

1. **Team Structure/Internal Controls** - Provide a description of the proposed team structure and internal controls to be used during the course of the contract. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.
2. **Staff Qualifications/Experience** - Identify staff who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel. The Consultant must commit that staff identified in its proposal will actually perform the assigned work.
3. **References** - List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references. By submitting a proposal in response to this Work Request, the Consultant and team members grant permission to the District to contact these references and others who, from the District’s perspective, may have pertinent information. The District may or may not, at its discretion, contact references.

COST PROPOSAL

The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose proposal best meets the requirements of this RFP. However, Consultants are encouraged to submit proposals which are consistent with government efforts to conserve resources.

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Identification of Costs

Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Please note, the District is tax exempt.

EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by the Board of Trustee's Audit Committee, which will determine the ranking of the proposals.

The Finance Director may contact the Consultant for clarification of any portion of the Consultant's proposal.

The District reserves the right to award the contract to the Consultant whose proposal is deemed to be in the best interest of the District.

Selection Criteria

Proposals will be evaluated based on the criteria and calculated weight factors noted in the table below:

#	Factor	Weight Given
1	Responsiveness of the proposal to the purpose and scope of services	25%
2	Experience: Ability and history of successfully completing contracts of this type, meeting projected timelines	25%
3	Proposed Fee: Clearness, conciseness, reasonableness of proposal in specifying costs and total costs	30%
4	References/Key Personnel: Strength of references and key personnel	20%
	Total Criteria Weight	100%

ORAL PRESENTATIONS MAY BE REQUIRED

The District may, after evaluating the written proposals, elect to schedule oral presentations of the finalists. If oral presentations become necessary, the District will contact the firm(s) from the written evaluation to schedule a date, time and location. Commitments made by the Consultant at the oral interview, if any, will be considered binding.

NOTIFICATION TO PROPOSERS

The District will notify the Apparently Successful Contractor of its selection upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail, mail or facsimile.