

Mesa County Public Library District  
Request for Proposals



**PROJECT TITLE:** Annual Independent Audit

**PROPOSAL DUE DATE:** No later than September 15, 2023 at 5:00 p.m. MST

**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 current audit firm contracted by the District will be discontinuing audit services at the end of 2023. The Districts’ and all related entities’ fiscal year ends on December 31<sup>st</sup>. 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	August 18, 2023
Written questions due no later than	September 1, 2023
Answers provided no later than	September 8, 2023
Proposals due by 5:00 p.m.	September 15, 2023
Proposal evaluation and interviews with finalists, if required, no later than	October 6, 2023
Decision by Audit Committee	By October 13, 2023
Notification of “Apparent Successful Contractor”	By October 18, 2023
Negotiate contract	By October 31, 2023
Beginning of contract period for fiscal year 2023	January 1, 2024

\*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 January 1, 2024 for the fiscal year ending December 31, 2023. 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. The District’s annual audit must be completed no later than April 15.
- Prepare the financial statements of the District in conformity with GAAP based on information provided by the District.
- Assist Finance Director and Development Director with questions during the completion of the annual financials, and regarding the application and implementation of accounting policies, grant compliance, and best practices throughout the contract period.
- Tax returns for the Foundation (990).
- Presentation at meetings of the District’s audit committee and/or Board of Trustees (min 2 meetings annually).

**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