

REQUEST FOR PROPOSAL



Annual Financial Audit

Springfield Park District
2500 South Eleventh Street
Springfield, IL 62703
Phone: 217-544-1751
www.springfieldparks.org

I. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

A. INTRODUCTION

1. Purpose and Invitation to Submit Proposal

The Springfield Park District (District) will receive sealed proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending April 30, 2025, 2026, and 2027 with the option of auditing its financial statements for fiscal years 2028 and 2029, at the request of the District, in accordance with this request for proposal.

The proposal accepted will become part of the final contract. The District reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the District to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the District to accept or contract for any expressed or implied services.

2. Background Information

The District was organized in 1900 and has a population of approximately 125,000, which includes residents of Springfield and Sangamon County, and generally provides recreational opportunities to the population of the Greater Springfield MSA of approximately 201,000 residents. Neighborhood parks and park land encompass over 2,500 acres, 13 miles of trails, and four golf courses, two ice rinks and two aquatic centers.

The annual budget for fiscal year 2025 is approximately \$24 million.

The Springfield Park District's fiscal year begins on May 1 and ends on April 30.

The District employs approximately 100 full-time, 300 part-time, and 65 seasonal employees.

3. Basis of Accounting

The District utilizes the modified accrual basis of accounting for purposes of financial reporting.

4. Finance Operations

The District's Finance and HR Department provides the budgetary, accounting, capital asset tracking, collections, accounts receivable, accounts payable, payroll, and human resource functions. The Department has a staff of seven full-time employees.

5. Computer Systems

The day-to-day transactions of the District are conducted with the aid of a point-of-sale systems and computerized accounting system. The financial accounting software is supported by Solution Technology, Inc. and Microsoft Dynamics Tech Services. The point-of-sale software is hosted and

supported by Golf Now (Golf operations only) and Vermont Systems, Inc. for all non-golf operations.

B. NATURE OF SERVICES REQUIRED

1. Scope of Work to be Performed

The audit includes all the funds, accounts, capital assets, and long-term debt and activities of the Springfield Park District. The District does not have any component units, nor is the District a component unit of any other government or unit of government.

It is the District's intent to have the auditor prepare, edit, and produce all sections of the Comprehensive Annual Financial Report of the District (including GATA and Illinois AFR reporting requirements). The auditor is not required to audit the statistical section of the report.

The auditors shall also be responsible for preparing required supplementary information required by the Governmental Accounting Standards Board as mandated by Generally Accepted Auditing Standards.

The auditors shall provide to the District all audit adjustments including the appropriate supporting documentation and will meet with staff to discuss the final adjustments.

In conjunction with the engagement, the auditors shall also perform any required compliance procedures (such as a Circular A-133) as may be mandated by local/state statute or federal law.

2. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. Twelve bound copies and one electronic version of the report will be provided by the Auditor.

3. Quality of Comprehensive Annual Financial Report (CAFR)

The auditor shall assure that the District's CAFR conforms to the provisions of the Government Finance Officers Association. All appropriate and reasonable changes that are required by the prior year's comments are to be incorporated into the current year's report.

4. 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 three (3) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers and prior reports available, upon request, to the District. In addition, the firm will respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers from prior years' audits.

5. Time Requirements

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

Each of the following will be completed by the auditor no later than the dates indicated.

- a.) Detailed Requested Items List – The auditor will provide the District a list of all schedules to be prepared by the district prior to the audit.
- b.) Field Work – The auditor will begin the fieldwork portion of the audit by early July. The District shall be notified, in advance, of the audit team to be assigned to the District's engagement.
- c.) Information Exchange and Best Practices – If, during the audit, the auditors become aware of an issue or issues which require management's attention, such issues should be communicated to management verbally, in writing or via electronic mail as quickly as is practicable. The idea being that agency management should be afforded the opportunity to act as soon as they are made

- aware of the issue(s). In addition, the auditors should suggest the recommended course of action in the form of a change in procedures which would be best described as a suggested best practice.
- d.) Exit Conference – The audit staff will hold an exit conference with agency management at or near the end of field work.
 - e.) Draft reports – The auditor will supply copies of the draft CAFR including the auditor’s report, financial statements, notes to the financial statements and recommendations to management no later than one month after the final day of fieldwork.
 - f.) Final reports – All financial statements and reports must be delivered in final and complete form by no later than September 1 of each year. The Auditors will be required to present their final report to both or either the Audit Committee or the full Park Board of Trustees, and provide a question and answer session with the group.
 - g.) Special Audit – Pursuant to state or Federal guidelines, special audit(s) as required.

C. PROPOSAL SUBMISSION INSTRUCTIONS

1. Proposal Format

In order to fully and equitably evaluate provider's ability to meet the needs of the District, a standard reply format is required. Each proposal must include a response to each item in the RFP in the order given. Only proposals submitted in the prescribed format provided will be evaluated for contract award.

2. General Requirements

The proposal shall be furnished in accordance with the terms of this RFP. Proposals will be accepted no later than 4:00 PM, December 20, 2024 and must be submitted to the office of the Accounting Supervisor at the District as follows:

- a) Delivery may be made by hand, courier, mail, or electronic file format (Microsoft Word[®] or PDF[®]) via e-mail or USB flash drive, but must be received no later than the deadline. No proposals will be accepted after the stated date and time. Deliver to 2500 S. 11th St., Springfield, IL 62703 or electronically to jbates@springfieldparks.org.
- b) Proposals must not exceed 20 pages of 10-point font characters, printed on 8.5”x11” (letter sized) paper when printed out (ancillary exhibits are excluded from the 20-page limitation). Proposals must be accompanied by a signed cover document and placed in a sealed package with a label "Annual Financial Audit" with the proposer's name and address on the outside of the package. E-mailed proposals should contain all the same elements as the printed submission, converted into electronic file format.
- c) Detailed Technical Proposal – The detailed technical proposal is set forth in Section C-3 of this request for proposal.
- d) Fee Proposal – the proposed fees should be presented using Appendix A. The proposed fees will be the maximum, not to exceed fee for each fiscal year shown.

3. Technical Proposal

- a.) 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 Springfield 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 firm. The technical proposal will demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It will also specify an audit approach that will meet the request for proposals requirement.

The technical proposal will address all the points outlined in request for proposal. The proposal will 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, items b through g must be included. They represent criteria against which the proposal will be evaluated.

- b.) Independence – The firm will provide an affirmative statement that it is independent of the Springfield Park District as defined by generally accepted auditing standards. The firm will also list and describe the firm's professional relationship involving the Springfield Park District, its elected officials, and employees for the past five 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 will give the Springfield 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.

- c.) License to Practice in Illinois – An affirmative statement must be included that the firm and all assigned key professional staff are properly licensed to practice in Illinois.
- d.) Firms Qualifications and Experience – The proposal will state the size of the firm, the size of the firm's governmental audit staff, 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 will also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the firm will provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

The proposal will identify and describe any pending or previous litigation the firm was involved in over the past three years which dealt with the quality of audit work or of pricing of auditing services rendered.

- e.) Partner, Supervisory, and Staff Qualifications, and Experience – The firm will identify the principal, supervisory, and management staff, including engagement partners, managers, who would be assigned to the engagement and indicate whether each person is licensed to practice as a certified public accountant in Illinois. The firm also will provide information on the government auditing experience of each person, including membership in professional organizations relevant to the performance of this audit.

Staff assigned to the audit will not include interns or paraprofessionals. The firm should indicate how the quality of staff over the term of the agreement will be assured.

- f.) Similar Engagements with Other Government Entities – List the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposal.

- g.) Specific Audit Approach – The proposal will 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:

1. Proposed segmentation of the engagement
2. Level of staff and estimated hours to be assigned to each proposed segment of the engagement.
3. The extent to which statistical sampling is to be used in the engagement.
4. Type and extent of analytical procedures to be used in the engagement.
5. Approach to be taken to gain and document an understanding of the District's internal control structure.

6. Approach to be taken in drawing audit samples for purposes of test of compliance.
7. Approach to be taken in determining laws and regulations that will be subject to audit test work.

4. Identification of Anticipated Potential Audit Problems

The proposal will identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Springfield Park District.

5. Dollar Cost

- a.) Total All-Inclusive Maximum Price per Year – Attachment A must be completed, signed and returned in a separate, sealed envelope marked “FEE”. The sealed envelopes containing Attachment A will be opened first. Any proposal that is submitted without Attachment A in a separate, sealed envelope marked “FEE” will be immediately rejected. Attachment A’s price will specify all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price is to include all direct and indirect costs including all out-of-pocket expenses.

The Springfield Park District will not be responsible for expenses incurred in preparing and submitting the proposal, and such costs should not be included in the proposal.

- b.) Rates for Additional Professional Services – If the District requests the auditor to render additional services, such additional work shall be performed only if set forth in an addendum to the contract between the District and the firm. Any such additional work agreed to between the District and the firm will be performed at the rates set forth in the schedule of fees and expenses to be included in this bid.
- c.) The proposal will also include the procedures relative to performing an audit of any grants (i.e. IDNR OSLAD grants) as needed.

6. RFP Inquiries

There will be a one-time meeting to provide a chance for all prospective bidders to ask questions regarding the RFP on December 13, 2024 at 11:00a. The meeting location will be held at the Bunn Administrative building at 2500 South 11th St, Springfield, IL 62703. Please bring questions in a written format. All questions and answers will be available to prospective bidders in written format a week after the meeting. For further inquiries, please contact Doug Bates, Accounting Supervisor, at jbates@springfieldparks.org or call 217-544-1751 ext. 1006.

7. Request for Proposal Amendments

Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made to all known bidders.

II. EVALUATION PROCEDURES

A. EVALUATION CRITERIA

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored 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 firm has no conflict of interest with regard to any other work performed by the firm for the Springfield Park District.
- c.) The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.

2. Technical Qualifications

- a.) The firm's experience and performance on comparable government engagements.
- b.) 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.

3. Audit approach

- a.) Adequacy of proposed staffing plan for various segments of the engagement.
- b.) Adequacy of sampling techniques.
- c.) Adequacy of analytical and other procedures.

3. All-inclusive maximum, not to exceed, FEE

Cost will be considered but may not be the primary factor in the selection.

B. Oral Presentations

During the evaluation process, the District may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms an opportunity to answer any questions the District may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

C. 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 Springfield Park District reserves the right without prejudice to reject any or all proposals.

III. ASSISTANCE TO BE PROVIDED TO THE AUDITOR

A. Finance Department and Clerical Assistance

The 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 confirmations will be the responsibility of the District. The mailing of the confirmation letters will be the responsibility of the auditing firm. The District will provide the auditor with reasonable workspace.

B. Assistance to be Provided by the Auditor

The District also expects that the auditor will be available during the year for informal advice and general discussion regarding local government finance.

**Appendix A
Fee Proposal**

Submit in a separate sealed enveloped marked "FEE"

Schedule of professional fees for the audit of the financial statements as of April 30 for the fiscal years listed below:

**2025
2026
2027
2028
2029**

Schedule of professional fees for additional services, quoted hourly rates for the fiscal years listed below:

**2025
2026
2027
2028
2029**

Partner hours and rates
Manager hours and rates
Supervisor hours and rates
Staff hours and rates
OSLAD Engagement Pricing

Total hours and dollars billable, and total other costs

Firm name:
Address:
Signature and date:
Printed name:
Title:
Telephone number: