



REQUEST FOR PROPOSAL
Monthly Accounting Services No. 10-2018
For the Des Plaines Public Library
(Accounts Payable, Cash Receipts and Accounts Receivable, General Ledger, Monthly Reports, Year End Reporting)

The Des Plaines Public Library is requesting proposals from qualified accounting service firms (hereinafter “Firm”) for monthly accounting services for our fiscal year beginning January 1 and ending on December 31 for the years 2019 - 2021.

GENERAL REQUIREMENTS

- Firm’s Financial Strength.
- Corporations shall provide the year and state of incorporation.
- Partnerships shall provide the names of the partners, and the length of its existence.
- State if the Firm is presently negotiating a sale, acquisition or merger that would alter the Firm’s existing structure.
- Any other information that demonstrates the Firm’s experience, ability and capacity to produce the required outcomes requested in this RFP.

Client References for Similar Work Performed

Firm shall submit a complete listing of all previous customers during the past three years for all work similar in size and scope to the RFP. The services provided to these clients must have characteristics as similar as possible to those requested in this RFP. Information provided for each client must include the following:

- Client’s name.
- Brief explanation of what the contract covered.
- Time period of the project or contract.
- Size of the reference.
- Number of employees.
- Contact person:
 - Title
 - Address
 - Phone number
 - E-mail address

Failure to provide the above information may result in the Firm being disqualified and its proposal not considered.

The Des Plaines Public Library reserves the right to contact any and all references to obtain, without limitation, ratings for the following performance indicators:

- How would you rate the firm's efforts in providing services as requested in this RFP?
- How satisfied were you with the service provided by this Firm?
- How would you rate the company's response time to problems?

PAYROLL

Payroll is outsourced to ProData Payroll.

The Firm selected will prepare the necessary accounting entries to incorporate all payroll activity into the general ledger. Currently there are one hundred and three employees.

ACCOUNTS PAYABLE:

The Firm selected will be responsible for all aspects of accounts payable, including the monthly processing of accounts payable checks, monthly reports and posting of all activity to the general ledger. Online access to our account information and financial statements is required.

A check list and accounts payable checks are approved at the Board of Trustees meetings, which are scheduled for the third Thursday of each month. Final monthly financial documents be complete no later than the second Tuesday of the month.

Two signatures are required for each check; those of a Board officer and the Library Director, or when the Library Director is absent, either a Board officer and designated Department Head or two Board officers.

Manual checks, signed by the same people, can also be issued throughout the month. The average number of monthly accounts payable checks is seventy (70) and the average number of monthly manual checks is less than two (2).

CASH RECEIPTS AND ACCOUNTS RECEIVABLE:

The Firm selected will be responsible for integrating all monthly cash receipts data into the general ledger and processing monthly revenue reports.

Cash receipts are coded and deposited on a daily basis. The Des Plaines Public Library maintains two bank accounts with First Midwest Bank. These accounts are operating/payroll and donation accounts. The Des Plaines Public Library maintains a money market account with The Illinois Funds.

GENERAL LEDGER:

The Firm selected will be responsible for all aspects of the general ledger including integration of all payroll, cash receipts, and accounts receivable, adjustments as necessary, and monthly reconciliation to its bank accounts.

MONTHLY REPORTS:

Enclosed is a copy of our current monthly financial report. The Firm selected must provide a report in the same format with the same structure. At a minimum, the following types of reports should be forwarded to the Des Plaines Public Library on a monthly basis for each fund:

- Monthly Bills Paid
- Accounts Payable Checks and Check Register
- Revenue and Expenditure Reports (comparison to monthly and YTD budget)
- Balance Sheet
- Payroll Summary
- General Ledger Detail
- Monthly Bank Reconciliation
- Petty Cash Activity
- Vendor Detail
- Cash Flow Summary

YEAR END WORK:

The Firm selected will:

- Prepare all necessary adjustments from the cash basis to the accrual basis of accounting.
- Provide all necessary account reports to the City of Des Plaines/Des Plaines Public Library's auditors in a timely fashion.
- Once the audit has been completed, add any auditor adjustments and run final reports for the year.
- Prepare any necessary 1099 forms.

PROPOSAL:

- The written proposal should include, but not be limited to, the following:
- Discussion on scope of work outlined above
- Sample of a monthly and year to date report
- Account software utilized
- List of three (3) references as described on page one
- Annual fees for the period January 1, 2019 – December 31, 2019
- Annual fees for the following two fiscal years:
 - o January 1, 2020 – December 31, 2020
 - o January 1, 2021 – December 31, 2021

The Board reserves the right to reject any and all proposals, and reserves the right to award any portion of the proposal as well as the entire proposal.

The Board reserves the right to cancel said accounting services with a thirty (30) day written notice.

Three copies of the proposal must be submitted by 11:30 a.m., Wednesday, October 24, 2018 to the attention of Holly Richards Sorensen, Library Director, in the second floor Administrative Office.

Any questions regarding this request for proposal should be directed to Carol Kidd at 847-376-2803.

A copy of our most recent financial statement is attached for your review.