

Item #7C:
Village Trustee Barry
Village Auditor Request For Proposals (RFP)

VILLAGE OF LONG GROVE FINANCIAL AUDITING SERVICES REQUEST FOR PROPOSAL (RFP)

I. INTRODUCTION AND INSTRUCTION FOR SUBMISSION OF PROPOSALS

The Village of Long Grove (Long Grove) is soliciting proposals from independent certified public accounting firms to perform financial audits for the three (3) fiscal years ending April 30, 2015 through 2018. Long Grove is an Illinois Municipality, further information including prior year audits, monthly financial reports and background of the organization is available at www.longgrove.net.

All firms submitting proposals should have a strong background in the auditing of governmental agencies.

A. All proposals must be submitted no later than Monday, January 26, 2015 at 4:00 p.m. to:

David Lothspeich
Village Manager
Village of Long Grove
3110 RFD
Long Grove, Illinois 60047
dlothspeich@longgrove.net

B. Three (3) hard copies and an electronic copy of the proposal is required to be submitted.

C. The selection of the auditor will be based upon responses received to the criteria included in Part V of this request for proposal and your proposed cost of services.

D. Village Manager Lothspeich will be coordinating proposals and can be reached at (847) 634-9440 should you require additional information.

II SCOPE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Long Grove is structured on the basis of separate fiscal years. Each year's financial transactions are traced back to the appropriate loss year. The audit must include an examination of the financial statements of all accounts, funds, and records of the Village of Long Grove, by fiscal year. Long Grove does not engage a separate actuary to determine reserve adequacies and provide rate-making functions.

Notes to the Comprehensive Annual Financial Report are to be drafted by the proposing firm.

The examination shall be made in accordance with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants. The examination shall also be made in compliance with federal and state laws and GASB regulations affecting governmental pooling.

The auditor is expected to be available to answer questions throughout the year relating to the Long Grove accounting system and audit. All of the above services should be included in the general costs for services.

III. INFORMATION REQUESTED FROM THE PROPOSER

- A. Title Page.** List name of firm; firm address, telephone number and contact person.
- B. Table of Contents.** List all material included in proposal with page number.
- C. Letter of Transmittal.** Proposers may use this section to present any information that they consider essential to the proposal.
- D. Profile of the Proposing Firm** - Provide a description of the firm's practice at the proposing office to include at least the following detail:
 - 1. List of current governmental clients and length of service for each client.
 - 2. Membership in professional organizations.
 - 3. Describe prior governmental auditing experience in Illinois municipalities, including Tax Increment Financing Districts (TIF) similar to Long Grove. Please include references.
 - 4. Provide an overview of the firm's experience in auditing manual and computerized accounting systems.
 - 5. Describe supervision and review procedures within your firm.
 - 6. Those government agencies that have received the GFOA Certificate of Achievement for Excellence in Financial Reporting while your firm was the designated auditor.
- E. Service of the Proposer** - Provide the following information for the servicing office.

- 1. Provide the number of your professional auditing staff by employee classification as follows:

Audit Staff Employee Classification	Total Number	Total Number of C.P.A.s	Total Number Assigned To Long Grove
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Totals	_____	_____	_____

- 2. Describe you firm's general audit plan or approach in conducting the audit.
- 3. The proposer is asked to identify additional recommendations beyond what Long Grove has listed that are offered by his/her firm that would enhance the service provided to Long Grove. In order for Long Grove to compare proposals, these additional recommendations must be identified and priced separately and should outline how they would add value.
- 4. Provide details of all professional staff who would be assigned to the Long Grove account including resumes, billing rates and other pertinent information of each person.

IV. CONFERENCES AND TIMING

- A.** Prior to the beginning of the audit, the auditor will be furnished with copies of Long Grove's Contracts and Bylaws, and minutes of the Board of Trustees meetings held during the fiscal year are available on-line at www.longgrove.net.
- B.** Prior to commencement of the audit, but no later than March, the auditor will be required to meet with Long Grove's Village Manager for a pre-audit conference at which time we will agree upon the work schedule for completion of the Long Grove audit.
- C.** Prior to May 1st the auditor will provide to Long Grove Village Manager all confirmation letter formats to be prepared by Long Grove and mailed by the auditor in conjunction with the audit.
- D.** The auditor will provide a draft of the financial statements and notes no later than October 1st.
- E.** The auditor will be required to meet with Long Grove's Board of Trustees for a post-audit conference to review the financial statements, notes, and required communications.
- F.** Manager and/or partner on the account will make themselves available and may be required to attend a Board of Trustees meeting.
- G.** Reports Required:
 - 1. A Comprehensive Annual Financial Report on the examination of the financial statements and notes to the financial statements, including all accounts and funds.
 - 2. A report to the Trustee/Finance Committee Chair on communication required by generally accepted accounting standards.
- H.** Pursuant to Part II of this RFP, please provide not to exceed service fees for each year, including expenses, and include the hourly rates of the professional staff. The successful proposer will be required to provide itemized hours and billing rate on all invoices. The fee shall include any required verification of the independent actuary's report and testing of both claim adjustment systems.
- I.** The proposer shall make every effort to avoid conflicts of interest or the appearance of a conflict of interest. The proposer shall make full disclosure of any existing or potential conflict of interest that may or could exist between itself, its current clients and the Village of Long Grove. This includes any future conflicts that may develop during the term of this contract.

V. EVALUATION OF THE PROPOSER

The evaluation of a professional service requires more than a comparison of service fees. It is the intention of Long Grove to evaluate the following criteria of each proposing firm:

- A. Maximum fee proposed for both individual and multi-year proposals.
- B. Responsiveness of the written proposal to the purpose and scope of the project.
- C. The proposed firm, local office, and audit team's governmental experience.
- D. The audit team's size, make-up, and experience in developing a CAFR sufficient to qualify for the GFOA Certificate of Achievement.
- E. The estimated time for completion of the audit.
- F. The firm's reputation in the professional community and affiliation with professional organizations.

VI. LOCATION OF RECORDS

Journals and ledgers, supporting data, and permanent records are maintained in the Long Grove Accountants office at the following location:

Seidler & Associates
Attn: Greg Seidler
14044 W. Petronella Drive, #2
Libertyville, Illinois 60048

VII. OTHER INFORMATION

- A. Proposals will be initially reviewed by the Long Grove staff. The staff will then prepare the appropriate documentation to be distributed to the Trustee/Finance Committee Chair with recommendations. Following a preliminary evaluation of the recommendations by the Trustee/Finance Committee Chair, one or more of the top firms will be required to attend an interview.

Following the interview, a final recommendation will be submitted to the Village of Long Grove Board of Trustees, and the successful firm shall be notified in writing by the Village by the end of April.

- B. Audit workpapers shall remain the custody of the auditor. However, Long Grove staff shall be given access to the workpapers and shall have the right to copy such workpapers pertaining to the last audit worked on by the firm. This provision shall remain in force for up to four (4) years after the last completed audit.
- C. This contract, being of a personal service nature, is not assignable without the specific approval of Long Grove.

- D. Long Grove reserves the right to cancel the auditing contract upon giving the auditing firm thirty (30) days written notice. Procedures by which audits-in-progress are to be completed shall be determined by Long Grove.
- E. The agreement for auditing services described in Parts II and IV constitute the scope of auditing services to be provided by the firm. However, the agreement shall not be an exclusive one. Long Grove reserves the right to assign similar work to other parties if Long Grove so desires.
- F. Although a proposal has been solicited for three (3) years, Long Grove reserves the right to contract for each year separately.

VIII. REFERENCE MATERIAL

For your convenience, the following material is available on the Village of Long Grove Web Page www.longgrove.net:

1. Audited annual reports (Village & TIF) for fiscal year 2013/14.
2. Long Grove's fiscal year 2014/15 budget.

Please contact Long Grove Village Manager David Lothspeich if you have any questions.

12/17/2015

**PUBLIC NOTICE
VILLAGE OF LONG GROVE, ILLINOIS**

**NOTICE OF REQUEST FOR PROPOSALS
FOR AUDITING SERVICES
FOR THE VILLAGE OF LONG GROVE**

PUBLIC NOTICE IS HEREBY GIVEN that the Village of Long Grove, Lake County, Illinois will be taking proposals for its financial auditing services for fiscal years ending April 30, 2015 through 2018.

Please refer to the detailed Request for Proposal (RFP) and respond as outlined. The deadline for the submission of proposals is no later than 4:00 p.m. on Monday, January 26, 2015. Please submit three (3) hard copies and an electronic version of your proposal to Village Manager David Lothspeich at 3110 RFD, Long Grove, Illinois 60047 (dlothspeich@longgrove.net).

It is expected that several firms may be selected for interviews before a final selection is made. The appointment will be made by the Village President and Village Board.

If you have any questions regarding this request, please contact Village Manager David Lothspeich at 847-634-9440 or dlothspeich@longgrove.net. Your attention to this matter is greatly appreciated.

David A. Lothspeich
Village Manager
Village of Long Grove
847-634-9440
dlothspeich@longgrove.net

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Your attention to this mat-
ter is greatly appreciated.
David A. Lothspeich
Village Manager
Village of Long Grove
847-634-9440

dlothspeich@longgrove.net
Published in Daily Herald
Dec. 22, 2014 (4393930)

RECEIVED

DEC 29 2014

VILLAGE OF LONG GROVE

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Deer Park, Des Plaines, South Elgin, East Dundee, Elburn, Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Geneva, Gilberts, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Villa, Lake in the Hills, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Mt. Prospect, Mundelein, Palatine, Prospect Heights, Rolling Meadows, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake park, Schaumburg, Sleepy Hollow, St. Charles, Streamwood, Tower Lakes, Vernon Hills, Volo, Wauconda, Wheeling, West Dundee, Wildwood, Sugar Grove, North Aurora

County(ies) of Cook, Kane, Lake, McHenry
and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 7150, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published December 22, 2014 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY *Laula Baltz*
Authorized Agent

Control # 4393930

**2015 Village of Long Grove Auditor
Request for Proposal Vendor List**

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Miller Cooper & Co
1751 Lake Cook Road, #400
Deerfield, IL 60015
847-205-5000 ext. 218
Fax 847-205-1400
ilyons@millercooper.com

PricewaterhouseCoopers LLP
One North Wacker Drive
Chicago, Illinois 60606
(312) 298 2000
Fax: (312) 298 2001
www.pwc.com/us

Deloitte LLP
180 N. Stetson
Chicago IL 60601
312-374-3400
www2.deloitte.com (submit online)

KPMG
200 E Randolph St, #5500
Chicago IL 60601
312-665-1000
www.kpmg.com

John Pitz
Ernst & Young
155 North Upper Wacker Drive
Chicago, IL 60606
Phone: 312-879-2000
john.pitz@ey.com

Crowe Horwath
P O Box 3697
1 Mid-America Plaza
Oak Brook IL 60522
630-574-7878
www.crowehorwath.com

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www.pickercpa.com

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