

LACKAWANNA COUNTY LIBRARY BOARD
REQUEST FOR PROPOSAL
FOR
AUDIT SERVICES FOR CALENDAR YEARS 2016 - 2018

August 29, 2016

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed proposals will be received and reviewed by the Lackawanna County Library Board (the "Board") for the performance of annual audits and/or financial reviews of the Lackawanna County Library System ("LCLS") and its seven member libraries.

Respondents must submit written proposals by **4:00 p.m. on Monday, October 3, 2016.**

The LCLS Administrator will be available by telephone (on an appointment basis) to answer the questions of potential respondents. Respondents desiring to schedule a telephone conference should contact LCLS at 570-348-3003.

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, at its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, at its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

The Board reserves the opportunity to modify this Request for Proposal at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

PURPOSE

The purpose of this Request for Proposal is to solicit proposals from a certified public accountant or firm to provide professional services on behalf of LCLS in connection with the audit requirements put forth in *The Pennsylvania Code, Title 22, Education, Section 131.32(2)*. Such services would include a financial audit conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The firm or individual will be selected through a fair and open process at the sole discretion of the Board.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL

1. Seven printed copies of the proposal must be submitted to the Lackawanna County Library Board, c/o Mary Garm, Administrator, 520 Vine Street, Scranton, PA 18509. Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal and the term **AUDIT SERVICES** clearly marked on the outside of the envelope.

LCLS assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email are not permitted. The final selection will be made at the sole discretion of the Board.

2. All questions regarding this Request for Proposal should be made in writing to the Lackawanna County Library Board, c/o Mary Garm, Administrator, 520 Vine Street, Scranton, PA 18509.

CRITERIA FOR EVALUATION OF PROPOSAL

The Board will independently evaluate each submission and selection will be made upon the following criteria:

1. Experience and reputation in the accounting field.
2. Experience and reputation with respect to representation of governmental and not-for-profit entities;
3. Experience with audits of Pennsylvania libraries;
4. Knowledge of the subject matter of the services to be provided to LCLS and of the laws governing accountability under Pennsylvania state law as they apply to libraries;
5. Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board; in particular, it is expected that the finished product will be delivered to the Board no later than **March 1 of each year**;
6. Availability to accommodate any required meetings of the Board;
7. Maintenance of a legal office in Lackawanna County; and
8. Other factors determined to be in best interest of LCLS at the Board's sole discretion.

PROPOSAL

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the Board that cannot be withdrawn for ninety (90) days from the proposal due date.

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** – All proposals submitted to the Board must include the following:
 - a. Name, address, and brief description of the firm;

- b. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of LCLS;
- c. A statement of assurance that the firm is not currently in violation of any regulatory rules and regulations that may have any impact on the firm's operations; and
- d. A statement that the firm is not involved in any current litigation with LCLS.

3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of LCLS.

4. **Fee Schedule** – Proposed fees must be submitted for three years, beginning with the audit for 2016 and including audits for 2017 and 2018.

CONFIDENTIALITY

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board.