



Ruby M. Sisson
**MEMORIAL
LIBRARY**
UPPER SAN JUAN
LIBRARY DISTRICT

LIBRARY AUDITOR

REQUEST FOR PROPOSAL

Date Released: June 17, 2016

Responses Due By: September 1, 2016

RFP Submitted By: Meg Wempe, Director

LIBRARY AUDITOR

Section 1 - GENERAL CRITERIA:

The District desires to appoint an individual or a firm of certified public accountants to act as library auditor/auditors for the Ruby M. Sisson Memorial Library (herein referred to as The Library). Applicant should demonstrate knowledge of special district library auditing laws and regulations and experience in providing advice to special district libraries on records compliance issues. Any experience or knowledge of matters that directly affect the Library should be addressed.

Section 2 - SERVICES TO BE PROVIDED:

1. Conduct an annual audit of the books and records for the Library.
2. Assist in preparing an Annual Financial Statement for the Library for Calendar Year ending December 31, 2016.
3. Ten (10) copies of the audit shall be printed by the auditor and submitted to the Library Board of Trustees upon its completion.
4. Provide advice on preparation of Colorado State Library Annual Report as requested.
5. Provide advice on any and all financial dealings as needed.
6. Prepare annual tax statements.
7. Prepare the Annual "Report of Examination and Financial Statements" according to accounting principles generally accepted in the United States of America.

Section 3 - MANDATORY MINIMUM REQUIREMENTS:

The proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications and requirements set forth in this RFP and shall incorporate the information requested below. In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

The Library reserves the right to hold oral discussions with individuals and/or firms of their choice for clarification of their proposal. The Library further reserves the right to request additional information.

1. Evidence of licensure to practice as a Certified Public Accountant.
2. Must have a minimum of five (5) years experience in providing auditing services to public libraries within the State of Colorado.

concerning Worker's Compensation and shall maintain such insurance as will protect the Respondent against all claims for damages for personal injury, including death, and property damage which may arise during or as a result of the work done under this Contract, either by the Respondent awarded the contract or by any subcontractor or anyone directly or indirectly employed by either of them.

Section 8 - INDEMNIFICATION: The selected individual or firm shall defend, indemnify and hold harmless the Ruby M. Sisson Memorial Library, its officers, agents, and employees from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual or firm's acts or provisions under this proposal.

Section 9 - EVALUATION: The Library's objective in soliciting proposals is to enable it to select a respondent that will provide high quality and cost effective services to the citizens of the service district of the Ruby M. Sisson Memorial Library. The Library will consider proposals only from Respondents that, in the Library's sole judgment, have demonstrated the capability and willingness to provide high quality services in the manner described in the RFP.

Proposals will be evaluated by the Library on the basis of which is the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field; and
2. Knowledge of Colorado special district and library law operations; and
3. Cost Proposal; and
5. Responsiveness to the needs of the Ruby M. Sisson Memorial Library; and
5. Other factors demonstrated to be in the best interest of the Library.

The Library shall not be obligated to explain the results of the evaluation process to any Respondent.