

**FINANCIAL AUDITING SERVICES FOR
THE CITY OF CALUMET CITY, ILLINOIS**

I. OVERVIEW

The City of Calumet City, Illinois (the “City”) is issuing this Request for Qualifications (the “RFQ”) for financial auditing services for the City of Calumet City, Illinois.

The selected firm will provide services as an independent contractor to perform the audit services described in the Scope of Services section of the document. All responses must address the requirement, terms, and conditions as set forth in this Request for Qualifications.

II. SCOPE OF SERVICES

The City requests proposals from qualified firms of certified public accountants for conducting its annual audits, and a single audit of the financial operations of the City for fiscal years ending April 30.

The audit services to be performed will be conducted in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States.

III. INFORMATION TO BE PRESENTED BY THE PROPOSER

To conduct a fair evaluation of all proposals in an efficient manner, the following information is to be included in your response to this RFQ:

1. A cover letter designating the name, address and telephone number of the person or persons available for contact concerns the proposal.
2. A profile of the firm. This should include a brief outline and summary of your proposal as to your firm's organization, experience, qualifications, technical expertise, references, audit standards and the understanding of the work to be performed. Please list your firm's office location(s) and whether all work and reviews will be conducted at one office location.
3. Affirm that the audit firm and all key professional staff to be assigned to the City audit are properly licensed to practice in the State of Illinois.
4. Affirm that the audit firm meets the independence standards of the U.S. GAO “Government Auditing Standards”.
5. Please provide a list of current municipal clients located in Illinois with a reference attached to each client.

6. Describe the firm's system of internal quality review.
7. Describe the firm's participation in an external quality control review program. Submit a copy of the report on the firm's most recent external quality control (peer) review, with a statement about whether that review included a review of specific government engagements. Include the related letter of comments and the firm's response to the letter of comments.
8. Provide information on the results of any federal or state desk reviews or field reviews of the firm's audits during the past two years.
9. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm by state regulatory bodies or professional organizations during the past three years.
10. Provide brief resumes of all personnel to be assigned to the City engagement, including a summary of their governmental experience. Individuals to be included are partners, managers, supervisors, and in-charge accountants. It is the City's preference that these individuals be Certified Public Accountants at a minimum.
11. Provide a recent Comprehensive Annual Financial Report, which has been prepared by your firm and samples of management letters written for Illinois Municipal clients (client names may be omitted).
12. Provide an estimated fee for the fiscal years listed. The fee should include direct labor, employee travel expenses, office expenses and all other expenses incurred by the auditing firm. The firm's billing and payment terms should be included.

IV. SELECTION PROCEDURE

The City reserves the right to:

- Accept any and all proposals and enter into a contract that is, in their judgment, the best and most favorable to the interests of the City and the public;
- To reject the low price proposal;
- To withdraw authorization to continue the contract;
- To accept any item in a proposal or a portion thereof;
- To reject any and all proposals;
- To accept and incorporate corrections, clarifications or modification following the opening of the proposals when to do so would not, in the City's opinion, prejudice the RFQ

process or create any improper advantage to any proposer; and

- To waive any minor defects, irregularities and informalities in the RFQ process or in any proposal submitted; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality, and proposer should not reply upon, or anticipate, such a waiver.

The firm selected must have previous experience in performing audits of municipal governments. The City may request to interview the auditing firm. The evaluation criteria will include assessment of the following factors:

- Years of experience of the firm and audit team in performing audits of municipal governments.
- Qualifications of personnel to be assigned as engagement partner, manager, and other members of the audit team.
- Knowledge of the reporting requirements as well as the basic concepts and conventions underlying local government accounting and financial reporting principles.
- The firm's knowledge of computerized fund accounting systems and its history of engagements of evaluating such systems.
- The overall satisfaction of other municipalities with the firm's services.
- Any other information and/or factors that the City considers relevant.

V. TIME FRAME AND RESPONSE TO REQUEST FOR QUALIFICATIONS

If your firm desires to submit a proposal, please do so in a sealed envelope clearly labeled "Audit Services RFQ." Ten (10) copies of your proposal should be delivered or mailed to:

Gerald Tarka City Treasurer
204 Pulaski Road
P.O. Box 1519
Calumet City, IL 60409

Deadline for submission is 4:00 PM, Friday, August 19, 2016.

The City may then request to meet with select firms to discuss their proposals in more detail. The City Council intends to vote on the successful proposer at the City Council meeting to be held on September 8, 2016.

It should be understood that the City reserves the right to accept or reject any proposal submitted, and to request additional information if needed.

If you desire any additional information or clarification, please contact Gerald Tarka, City Treasurer at (708) 891-8130, or via e-mail at gtarka@calumetcity.org.