



**IGNACIO COMMUNITY LIBRARY
DISTRICT
IGNACIO, COLORADO

LIBRARY AUDITOR

REQUEST FOR PROPOSAL**

Project Name: LIBRARY AUDITOR

Date Released: NOVEMBER 1, 2015

Responses Due By: JANUARY 15, 2015

RFP Submitted By: Leslee Shell, Library Director

NOTICE TO RESPONDENTS

NOTICE IS HEREBY GIVEN that proposals and qualifications are being solicited by the Ignacio Community Library (herein referred to as The Library) to obtain Library Auditor services as described herein for the Ignacio Community Library. Individuals or firms responding to this Request for Proposal should have extensive experience, a knowledgeable background and qualifications in the provision of the services described herein.

The RFP package for this service is available on the Library web site at www.ignaciolibrary.org and through the Library Director's Office at the Ignacio Community Library, 480 Goddard Ave., PO Box 886, Ignacio, CO 81137 during regular business hours (9:00 am to 7:00 pm Mon-Thurs and 9:00 am to 5:00 pm Friday).

Interested respondents shall submit one (1) original and four (4) copies of their proposal of which one must be unbound for further copying (if necessary).

The Library requires that the RFP response be submitted by U.S. mail or hand delivered by January 15, 2016 prior to 5:00 pm.

LIBRARY AUDITOR

Section 1 - GENERAL CRITERIA:

The Ignacio Community Library desires to appoint an individual or a firm of certified public accountants to act as Library auditor/auditors for the Ignacio Community Library District. 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 district of the Ignacio Community Library should be addressed.

Section 2 - SERVICES TO BE PROVIDED:

1. Conduct an annual audit of the books and records for the Ignacio Community Library.
2. Assist in preparing an Annual Financial Statement for the library for Calendar Year ending December 31, 2015.
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.

3. Description of the staff employed by the firm including partners, managers, and other staff including numbers employed for each category. Include number of Accountants and Certified Public Accountants.
4. Addresses of offices located nearest Ignacio.
5. Provide resumes of individual/individuals expected to act on this assignment.
6. Respondents must demonstrate a proven record of advisory services to public libraries of similar size and complexity to Ignacio. Include a list of clients in our area where similar services are being provided. Include a contact name, position and phone number.
7. Amount of Professional Liability Insurance coverage maintained.
8. Description of any other factors the proposing party believes is relevant to its ability to provide the Library Special District with superior service.

Section 4 - COST PROPOSAL: Respondent must include one or the other of the following:

1. A list of applicable hourly rates associated with the personnel who would provide the type of work listed in “Section 2 – Services to be Provided” portion of this RFP. Respondent should provide total cost calculation for services applying the above listed hourly rates.
2. If the Respondent works on a proposal basis then cost associated with each of the listed services in “Section 2 – Services to be Provided” portion of this RFP.

Section 5 - NUMBER OF COPIES: Respondent must provide one signed original and two copies of their Proposal of which one must be unbound (for photocopying purposes).

Section 6 - SUBMISSION DEADLINE: Proposals must be received in a sealed envelope designating “Ignacio Community Library Auditor RFP” by the Library no later than 5:00 pm prevailing time on January 15, 2016 and must be mailed or hand-delivered to the Library Director, Ignacio Community Library, PO Box, 886, 470 Goddard Ave, Ignacio, Colorado 81137. All respondents will be notified of the status of the award of the proposal by February 1, 2016.

Section 7 - INSURANCE AND INDEMNIFICATION:

The Respondent awarded the contract must assume all risks connected with this work. The Respondent awarded the contract shall comply with all State Laws and Regulations 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 Ignacio Community 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 Ignacio Community 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 Ignacio Community 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.