



Albany Public Library

www.albanypubliclibrary.org

REQUEST FOR PROPOSALS: AUDITING SERVICES

Proposals Due:

June 11, 2021

ALBANY PUBLIC LIBRARY

161 Washington Avenue | Albany, NY 12210

Phone (518) 427-4300 | Fax (518) 449-3386

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PURPOSE OF THE RFP

This request for proposals is for the purpose of selecting a firm to provide auditing services for the Albany Public Library.

The Board of Trustees of the Albany Public Library requests sealed proposals for auditing services to commence on July 1, 2021 for a three-year term to end on June 30, 2024.

Written responses to this request for proposals must be received no later than Friday, June 11, 2021.

The library Board of Trustees Finance Committee will meet in June 2021 to discuss the selection process. The intent to appoint a firm will be made at the regular Board of Trustees meeting to be held on Tuesday, July 13, 2021.

DESCRIPTION OF THE LIBRARY

The Albany Public Library is a School District Public Library and has been annually audited as a governmental entity. The Library currently utilizes a Treasurer and has its own Budget Manager who manages the Library financials.

Number of Employees:	134
# Of Libraries:	Seven branch libraries
Board of Trustees:	Nine-member Board elected to rotating five-year terms
Library 2021-22 FY Budget:	\$10,047,446

SCOPE OF SERVICES REQUIRED

The selected firm will provide the following services:

1. Audit the Library's financial statements for the fiscal year July 1, 2020 through June 30, 2021, with an optional renewal period of two subsequent fiscal years.
2. The audit should be performed in accordance with generally accepted auditing standards.
3. The audit will include the review of all financial matters pertaining to the Library, its internal control structure, tests of transactions, and suggestions for changes in processes.
4. The firm will prepare a preliminary report that will be reviewed by the Library Executive Director, the Board Finance Committee, and the Board of Trustees.

5. A formal presentation will be made annually to the Library Board of Trustees where the preliminary report is presented.
6. The firm will prepare and produce final copies of the audited financial statements for the Library. The annual audit report's letter to management shall be attached to, or included in, the final audited financial statements report.
7. The final report on the audited financial statements must be completed no later than October 31st of each year in order to submit the report and other financial information required by the Library's bond issue.
8. The firm will coordinate all work in, and with, the Library according to the Library's hours for the convenience of the Library staff.
9. The firm will affirm that no conflicts of interest exist between the firm and the Library, the Board of Trustees, or the Library's management.

SELECTION PROCESS

The Board of Trustees reserves the right to accept or reject any or all proposals or any parts of proposals.

Original copies of all the proposals will be kept on file in the Library's Administrative Office.

Proposals will be reviewed and evaluated by the Finance Committee of the Board of Trustees at which time any clarifying information will be requested from those individuals/firms submitting proposals.

The selection criteria will include, but not be limited to, evaluation of:

1. Fee structure
2. Size of firm
3. Experience/References: Please include references that reflect government auditing experience, preferably with school district public libraries. All references should be for comparably-sized organizations and indicate the last year such an audit was conducted for that organization. Each reference should include the name, title, and contact information for a principle contact.

REQUIREMENTS FOR PROPOSALS

All proposals must follow the Form of Proposal described below and be submitted to Adam Stump, Budget Manager, no later than Friday, June 11st, at 4:00 p.m. Any proposals received after this deadline will be returned unopened to the individual/firm.

Form of Proposal:

Cover Page

- I. Background/History of Firm (limited to one page)
- II. Scope of Services
- III. References
- IV. Fee Quote for Services

Auditing Services Fee Proposal:

Year 1 (Audit Year 2021-22) \$ _____ Hourly Rate
\$ _____ Total Fee (*not to exceed*)*

Year 2 (Audit Year 2022-23) \$ _____ Hourly Rate
\$ _____ Total Fee (*not to exceed*)*

Year 3 (Audit Year 2023-24) \$ _____ Hourly Rate
\$ _____ Total Fee (*not to exceed*)*

**The not-to-exceed fee should include follow-up work and provide for advice and counsel to the Library staff throughout the term of this contract.*

Hourly rates if additional services are required: \$ _____

SUBMISSION OF PROPOSALS

Please submit one original and one copy to the Budget Manager at: 161 Washington Avenue, Albany, NY 12210.

Proposals should be submitted in a sealed envelope clearly labeled “Library Auditing Services Proposal”.

All proposals and accompanying documentation will become the property of the Albany Public Library. The Library shall not divulge any information presented in the RFP to anyone outside the Library.

Any questions regarding this RFP should be directed to:

Adam Stump, Budget Manager
161 Washington Avenue
Albany, NY 12210
stumpa@albanypubliclibrary.org