

WINFIELD TOWNSHIP

DuPage County, Illinois

DONA L. SMITH
Supervisor
130 ARBOR AVENUE
WEST CHICAGO, IL 60185
(630) 231-3591
Fax (630) 231-3697
www.winfieldtownship.com

Request for Audit Proposal

Dear Sir/Madam:

Winfield Township is requesting audit proposals from CPA firms that have extensive experience in providing audit and tax services for Township Government. We invite your firm to submit a proposal to us by June 1, 2018 for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background Information on Winfield Township

Winfield Township is located in the western part of DuPage County. Our annual operating budget is approximately \$4,480,000. This amount includes both Town and Road District budgets. Our main programs are road maintenance services, assessor programs, general assistance programs, and a bus (one bus) program. We do not have a food pantry nor a senior center. Our Main source of revenues are from property taxes.

The Township has a fiscal year that runs from April 1st to March 31st. Winfield Township maintains all accounting records in-house and currently uses AMS (American Municipal Software).

Services to be Performed

Your proposal is expected to cover the following services:

1. Annual audit of the financial statements for the year ended March 31, 2018.
2. Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency.
3. Preparation and filing of state documents.
4. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.
5. Supply a time frame for the audit.

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, Winfield Township requires that all responses to the RFP be organized in the manner and format described below:

A. Executive Summary

- Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided.

B. Professional Experience

- Describe your firm's philosophy, size, structure, and qualifications with serving Township Governments with similar size and operations.
- Describe your firm's resources devoted to Winfield Townships and resource materials addressing issues relevant to Township Governments.

C. Team Qualifications

- Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.
- Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

D. Audit Approach

- Describe how your firm will approach the proposed services, areas that will receive primary emphasis, and the type of assistance that will be required from Winfield Township's staff.
- Discuss the communication process used by the firm to discuss issues with the Township.

E. Fees

- Please provide a firm estimate of fees for the services to be provided. It is the Township's practice for management to negotiate a fee for services each year prior to such services being rendered.

F. Client References

- Include a list of the relevant Township clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

G. Additional Information

- Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

Evaluation of Proposals

While price is an important factor, Winfield Township will evaluate proposals on price and the following criteria:

- Prior experience auditing similar organizations
- Qualifications of staff to be assigned to the engagement
- CPA firm's understanding of work to be performed
- References
- Completeness and timeliness of the proposal

Key Contacts

Following are the key contacts for information you may seek in preparing your proposal:

- Dona L. Smith, Supervisor 630-231-3591 dsmith@winfieldtownship.com
- Bev Day, Admin. Assistant 630-231-3591 bday@winfieldtownship.com

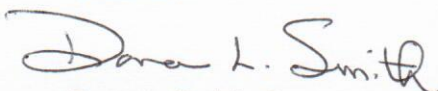
Requests for additional information, questions, and coordinating visits to our offices should be coordinate through Bev Day.

Please return the proposals to:

Dona Smith
Winfield Township
130 Arbor Avenue
West Chicago, IL 60185

We would also appreciate a response if you decline to submit a proposal. Thank you for your consideration.

Sincerely,


Dona L. Smith, Supervisor