

**LYONS TOWNSHIP AREA COMMUNICATIONS CENTER (LTACC)**

**REQUEST FOR QUALIFICATIONS**

**ACCOUNTING, ACCOUNTS PAYABLE AND PAYROLL SERVICES  
PUBLIC SAFETY DISPATCH CENTER  
304 WEST BURLINGTON AVENUE, LA GRANGE, ILLINOIS**

**September 02, 2016**

## **BACKGROUND**

The Lyons Township Area Communications Center (“LTACC”), a public agency established in calendar year 2015 by an intergovernmental agreement entered into by the Villages of La Grange, La Grange Park and Western Springs, is in the process of consolidating the La Grange dispatch center, the Western Springs dispatch center and the La Grange Park dispatch center into one consolidated dispatch center. Once consolidated, LTACC estimates that it will employ (15) fifteen full time employees. As such, LTACC is seeking Statements of Interest and Responses to this Request for Qualifications (“RFQ”) (collectively “Response to RFQ”) from interested accounting firms that have proven experience in providing accounting services.

LTACC operates on a fiscal year basis beginning May 1 through April 30.

LTACC is seeking Responses to this RFQ from qualified firms to provide necessary financial operations, including but not limited to accounting, accounts payable and payroll services for LTACC beginning with Fiscal Year 2017. The contract will be for a three (3) year period.

As required by GAAP, the financial statements of the LTACC shall be limited to the LTACC, alone. There are no component units of the LTACC, and the LTACC should not be included as a component unit of any of its members.

To be considered, a complete Response to RFQ must be received via email in Adobe Acrobat PDF **on or before Monday, September 26, 2016 at 10:00 a.m.** at the following email address: [kknutsen@ltacc.org](mailto:kknutsen@ltacc.org).

Firms accept all risk of late delivery of emailed proposals regardless of fault. All Responses to RFQ and supporting documentation become the property of the LTACC and will not be returned.

Questions should be directed to Executive Director Kim Knutsen at 708-579-2333 x 2245.

## **SCOPE OF WORK (or “Services”)**

The firm selected will be responsible for providing the following Services for a period of three (3) years from the effective date of the professional services agreement that officially commits the firm to commence performance of the Services. The Services that will be required generally include:

1. Accounting Services
  - a) Assist with design and set-up of accounting systems.
  - b) Provide any other accounting services to the LTACC that are typical in the accounting industry for clients similar in size (i.e., number of employees), operational activities, revenues/expenditures and technology to the LTACC.

2. Bookkeeping services
  - a) Accounts payable.
  - b) Monthly reconciliation of bank account as well as reconciliation of all balance sheet accounts.
  - c) Accounts receivable.
  - d) Prepare monthly financial statements to be distributed to the Executive Director via email.
  - e) Generate 1099s, W-2s, as necessary.
  - f) Payroll and all required reporting
  - g) Provide any other services to the LTACC that are typical in the accounting industry for clients similar in size (i.e., number of employees), operational activities, revenues/expenditures and technology to the LTACC.
  
3. Audit
  - a) Prepare year-end balance sheet, revenue and expenditure reports for auditor.
  - b) Provide audit process support.
  - C) Provide any other audit support services to the LTACC that are typical in the public sector client accounting industry for clients similar in size (i.e., number of employees), operational activities, revenues/expenditures and technology to the LTACC.
  
4. Support
  - a) All computers, printers, software and associated supplies necessary to carry out the requirements of this RFQ and delivery of the Services will be provided by the selected firm.

## **SUBMITTAL REQUIREMENTS**

Accounting firms will be judged by their expertise in the specific areas described within the Scope of Work; depth and number of staff which the firm is able to assign to provide the Services and other pending projects or commitments at any given time; and demonstrated experience in delivering similar Services to similar clients.

Qualified accounting firms interested in performing the Services described in this RFQ are required to include in their Response to RFQ the following information, presented in a clear, comprehensive and concise manner, illustrating the firm's capabilities and technical expertise:

### A. Firm Background and Contact Information

1. *Statement of Qualifications.* A narrative or other statement by the firm of its qualifications for the Engagement. Describe any characteristics which would be uniquely relevant in evaluating the experience of the firm to handle the Engagement. Include a summary of the accounting firm's general qualifications, special disciplines, background, number of employees, number of personnel (by specialty) employed, office locations, etc. Describe the firm's presence in the public sector client accounting industry in Illinois.

- a) Key Personnel - Identify the names of key personnel, their respective titles, resumes and periods of service with the firm.
2. Professionals Assigned to LTACC and Availability Provide a list of personnel who would be assigned to the Engagement, their qualifications and their resumes. Provide a brief statement of the availability of assigned personnel to undertake the Engagement. Time is of the essence with this Engagement. Describe the firm's workload and current capacity to accomplish the Services by the deadline(s) that are typical in the public sector client accounting industry. A licensed accountant will be expected to oversee all assigned work, unless otherwise approved by the LTACC.
3. Form of Organization- Include a profile of the firm, including the history of the firm, corporate structure, ownership interest, and the length of the firm's existence.

B. Similar Engagements and References

Provide a complete description of at least three (3) public sector clients comparable to the requested Services under this RFQ for which your firm provided similar professional services, and reference contact information (contact person names, email addresses and telephone numbers) for each of those engagements.

C. Fees and Costs

The accounting firm must provide a fee structure (hourly rates and expenses) or a flat fee arrangement or a retainer arrangement with non-retainer work to be billed on an hourly basis for performing the Services. Provide an estimate of the number of hours anticipated to deliver the Services on annual basis and provide an anticipated schedule of accounting activities, delivery of documents/reports and preparation of periodic and annual filings. Identify if there is an expectation of an annual or periodic adjustment to the fee structure, and, if so, provide the formula for or rate adjustment.

D. Responses to RFQ are Public Records

The documents submitted in response to this RFQ become a public record upon submission to the LTACC, subject to mandatory disclosure upon request by any person unless the documents are exempted from public disclosure by a specific provision of the Illinois Freedom of Information Act ("FOIA"). The LTACC assumes no contractual obligation to enforce any FOIA exemption on behalf of a respondent to this RFQ.

**SELECTION**

The LTACC Operating Board, the Executive Director and any other person(s) designated by the Board of Directors shall comprise the “LTACC Evaluation Subcommittee”, who shall conduct the process of selecting an accounting firm.

The LTACC Evaluation Subcommittee will invite selected accounting firms to participate in an interview process based on their submitted qualifications. Interviewees will be notified of the time and location of the interview. Each interview will consist of a brief presentation by the accounting firm, followed by questions by the LTACC Evaluation Subcommittee.

Anticipated award of the professional services agreement is no later than October 11, 2016. The LTACC Evaluation Subcommittee will make a recommendation on approval of the professional services agreement to the LTACC Board of the Directors, who will consider and take action on the recommendation.

**SCHEDULE OF ACTIVITIES**

The following is a planned procurement schedule. The LTACC specifically reserves the right to revise the below Schedule as required.

<b>EVENT</b>	<b>DATE</b>
RFQ Release Date	September 02 2016
Proposals Due	September 26th , 2016
Professional Services Agreement Approval	October 11 , 2016
Tentative Start Date	November 01, 2016

**TERMS AND CONDITIONS**

1. LTACC reserves the right to accept or reject any or all Responses to the RFQ or addendums submitted to the LTACC pursuant to this RFQ for any reason, and may also reject any or all accounting firms if they do not comply with the requirements of this RFQ or are deemed to be unacceptable in LTACC’s sole discretion.
2. LTACC reserves the right to amend the RFQ schedule or issue amendments to the RFQ at any time.
3. LTACC also reserves the right to cancel or reissue the RFQ, to reject any or all Responses to RFQ, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items.
4. LTACC reserves the right to request clarification of information contained in any submitted Response to the RFQ and to request additional information from all of the responding firms.

5. LTACC reserves the right to select any firm deemed by LTACC to be in its best interest; however, this RFQ does not obligate LTACC to accept or contract for any of the expressed or implied Services set forth in this RFQ.
6. LTACC reserves the right to consider the type and number of accounting firms it deems will be necessary to provide the appropriate level of services to the LTACC at any particular time.
7. A firm may withdraw its Response to the RFQ any time prior to the submission deadline. Any Response to the RFQ not withdrawn by the submission deadline shall constitute, for a period of ninety (90) calendar days, an irrevocable offer to provide the services described in the firm's Response to the RFQ and the "Scope of Work" section above.
8. The selected firm will be required to enter into a professional services agreement that incorporates the terms of this RFQ and the agreed upon professional fees and costs as mutually agreed upon by the LTACC and the selected firm. The professional services agreement shall be subject to approval by the LTACC's legal counsel.
9. The selected firm shall not assign any interest in the professional services agreement and shall not transfer any interest in the agreement without the prior express written consent of the LTACC Board of Directors, which may be withheld.
10. No report, information or data given to, or prepared by, the selected accounting firm shall be made available to any individual or organization without the prior express written approval of the LTACC Board of Directors, unless it is otherwise subject to release pursuant to court order, subpoena or applicable federal or state law (e.g., Freedom of Information Act).
11. LTACC considers accounting services to be a professional service and exempt from standard bidding requirements. The LTACC reserves the right to select or reject accounting firms based on a subjective evaluation of the criteria described above in full compliance with applicable law.

Responding firms are responsible for all costs associated with their Response to RFQ. The LTACC will not reimburse any costs incurred with the development, submission or presentation of any Responses to RFQ or in regard to the preparation or submittal of additional requested documents or supplemental materials.

12. In the event that the selected firm does not execute a professional services agreement within thirty (30) calendar days after LTACC approves the selection, LTACC reserves the right to provide notice of termination of the selection to such firm and LTACC may award the professional services agreement to the next most qualified firm or may send out another RFQ and may take other action deemed appropriate.

Inquiries should be directed to Ms. Kim Knutsen at (708) 579-2333 ext. 2245 or at [kknutsen@ltacc.org](mailto:kknutsen@ltacc.org)