

PERRY PUBLIC LIBRARY
70 N. Main Street
Perry, NY 14530
perry.owwl.org

**REQUEST FOR PROPOSAL FOR
AUDIT SERVICES for Perry Public Library for**

- (1) Full Audit of Library Operating Budget for CALENDAR YEAR 2024**
- (2) Transfer of Accounting from Modified Cash to Modified Accrual Basis.**

December 30, 2024

Requested due date of proposal: On or before Friday, January 17, 2025

NOTICE IS HEREBY GIVEN proposals will be received and reviewed by the Perry Public Library Budget Committee for the performance of annual audit and the accounting changes of the Perry Public Library as listed above. The Budget Committee will then make a recommendation to the full seven-member Library Board.

Perry Public Library is chartered as a school district public library.

The Perry Public Library Director Jessica DeMarte will be available by telephone and email to answer any questions you might have: 585-237-2243 (library's main phone number); 585-237-5954 (library director's office); jdemarte@owwl.org.

PROJECT DESCRIPTION

The Perry Public Library has an operating budget around \$300,000 with \$275,000 coming from a School District Tax. We also have around \$30,000 in Capital Improvement funds and \$157,000 in an Endowment with \$156,789 of that restricted. Our Board's current audit policy is to get a financial review every 3 years and an audit every 9 years. The last audit was completed in 2015.

We currently use a modified cash basis but we should be using modified accrual in accordance with GASB, as directed by the NYS Office of the State Comptroller.

PURPOSE:

The purpose of this Request for Proposal is to solicit proposals from a certified public accountant or firm to provide professional services on behalf of Perry Public Library. Audit services would be conducted in accordance with auditing standards generally accepted by GASB.

PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSAL:

1. Please submit by email to library director DeMarte (jdemarte@owwl.org) so the proposal can be easily shared with the Budget Committee. The final selection will be made by the Budget Committee and the Library Board.

2. We are expecting that a single firm will be chosen to perform all transactions listed above. With that in mind, feel free to submit the proposals (and costs) in any way that makes sense

for you while still keeping in mind that we will need to have a way to easily compare the scope and cost of any quotes received.

3. All questions regarding this Request for Proposal should be made to Library Director Jessica DeMarte: 585-237-2243 (library's main phone number); 585-237-5954 (library director's office); jdemarte@owwl.org.

CRITERIA FOR EVALUATION OF PROPOSAL:

The Library Budget Committee and Library Board will evaluate each submission, and selection will be made upon the following criteria:

1. Experience and reputation in the accounting field.
2. Experience and reputation with respect to representation of governmental entities;
3. Experience with audits of school district public libraries in New York State;
4. Ability to complete by March 1st, 2025 due to annual report filing deadline with OSC.
5. Other factors determined to be in best interest of the Perry Public Library.

PROPOSAL:

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the considerations listed below. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the Board that cannot be withdrawn for one hundred twenty (120) days from the proposal due date.

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** – All proposals submitted to the Perry Public Library must include the following:
 - a. Name, address, and brief description of your firm.
 - b. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of Perry Public Library.
3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of Perry Public Library.
4. **Fee Schedule** – Proposed fees must be submitted for work to be performed in 2025.

CONFIDENTIALITY:

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by Perry Public Library.