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OFFICE OF THE AUDITOR
CHAMPAIGN COUNTY, ILLINOIS

REQUEST FOR PROPOSAL
FINANCIAL AUDITING SERVICES
FOR THE COUNTY OF CHAMPAIGN

RFP NO. 2021-005

ISSUE DATE:
June 16, 2021

CLOSING LOCATION:

Champaign County Auditor's Office
ATTN: Orion Smith
1776 East Washington
Urbana, IL 61802

CLOSING DATE AND TIME:

July 15, 2021 at 1:30 P.M.

An electronic and eight printed copies of the proposal must be presented by 1:30 p.m. on July 15, 2021 at which time only the names of the respondents will be read aloud and recorded. (Please show RFP #2021-005 on the lower left corner of package.)

There shall be a pre-proposal conference on June 23, 2021 at 10:00am in the Shields-Carter Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, Illinois 61802. Although not mandatory, all interested parties are urged to attend.

NOTICE: If downloading this solicitation from our website; it is the responsibility of the bidder to e-mail our office at osmith@co.champaign.il.us to be registered as a potential bidder to receive any subsequent amendments.

REQUEST FOR PROPOSAL
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FOR THE COUNTY OF CHAMPAIGN
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SECTION I – TIME SCHEDULE

The County will use the following timetable which should result in the selection of an audit firm and award of contract on August 19, 2021.

June 16, 2021	Request for Proposal Posted
June 23, 2021 – 1:30 p.m.	Pre-Proposal Conference - <i>Putman Meeting Room-Brookens Administrative Center, 1776 E. Washington, Urbana, IL</i>
July 15, 2021 – 1:30 p.m.	Proposals Due
July 16, 2021 – 2:00 p.m.	Proposals Opened – <i>Shields-Carter Meeting Room-Brookens Administrative Center, 1776 E. Washington, Urbana, IL</i>
August 10, 2021 – 6:30pm	Finance Committee Approval of Award of Contract Recommendation by Review Committee
August 19, 2021 – 6:30pm	County Board Approval of Contract with Awarded Audit Firm

SECTION II – GENERAL INFORMATION

1. Proposals will be considered as specified herein or attached hereto under the terms and conditions of this Request for Proposal.
2. A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
3. Offerors are to include all applicable requested information and are encouraged to include any additional information they wish to be considered. Additional information shall be a separate section of the proposal, and shall be identified as such.
4. Seven (7) copies, one unbound original, and one electronic copy of your proposal are required. The proposal must be complete, clear and concise.
5. Proposals will be received by Champaign County until the time and date shown on the cover page. Proposals received after the time set for closing will be returned unopened.
6. Proposals may be hand delivered or mailed to:
Champaign County Auditor's Office,
ATTN: Orion Smith, Chief Deputy Auditor
1776 East Washington, Urbana, IL 61802
7. The submitted offeror is required to have printed on the envelope or wrapping containing his proposal: offeror business name and address, the proposal title, proposal number.
8. Champaign County shall not be responsible for unidentified proposals.
9. Offerors mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. Champaign County is not responsible for proposals delayed by mail and/or delivery services of any nature.
10. Proposals may be withdrawn by offeror prior to, but not after, the time set for closing. Any proposal not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days.
11. Offers, amendments or withdrawal requests must be received within the timeframe advertised for RFP closing to be considered timely filed. It is the offeror's sole responsibility to insure that all documents are received by person (or office) at the time indicated in the RFP document.

12. By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
13. Offerors must clearly mark as “Confidential” each part of their offer which they consider to be proprietary information that could be exempt from disclosure under 5 ILCS 140/1 (Freedom of Information Act). If any part is designated as “confidential”, there must be attached to that part an explanation of how this information fits within one or more categories listed in 5 ILCS 140/1. Champaign County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Champaign County or its agents for its determination in this regard.
14. The agreement or contract resulting from the acceptance of a proposal shall be on forms prepared by the offeror and approved by the County, and shall incorporate, as the minimum, this entire solicitation, all amendments, and the successful offeror’s proposal. The County reserves the right to reject any contract that does not conform to this solicitation and any County requirements for agreements and contracts.
15. This solicitation does not commit Champaign County to award a contract, to pay any cost incurred in the preparation of a proposal or to procure a contract for the articles of goods or services. Champaign County reserves the right to accept or reject any or all proposals received as a result of this solicitation, to negotiate with all qualified offerors, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County to do so. Champaign County reserves the right to interview any, all, or none of the respondents and to select who it feels is the most responsive consultant.
16. If awarded, this contract will be awarded to the offeror whose proposal is within the competitive range and determined to be in the best interest of Champaign County. Evaluation of proposals and selection of an offeror are set forth in Section 3 – “Basis of Award”. Award will be made to the responsive and responsible team after evaluation of the proposal, oral presentation, and/or a thorough review of the qualifications, as determined to be the most advantageous to Champaign County. The right is reserved to reject any and all proposals received; and, in all cases, Champaign County will be the only judges as to whether the proposal has, or has not, satisfactorily met the requirements of this RFP.
17. **NON-APPROPRIATION:** The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a “non-appropriation” clause containing the following or similar language:

- a. **“This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.”**
18. Failure to submit all required information may be determined as a non-responsive proposal.
19. Notice of Award will be posted on Champaign County’s website at www.co.champaign.il.us.

SECTION III – BASIS OF AWARD

At the discretion of the County firms submitting proposals may be requested to make oral presentations as a part of the evaluation process. The County reserves the right to interview any or all offerors and to request additional information deemed appropriate to evaluate the firm's qualifications.

In addition to price, the County will give consideration to the following:

1. Responsiveness to this request
2. Understanding of the work to be performed
3. The firm's qualifications and experience
4. Credentials and experience of the audit team
5. The firm's size, structure and location
6. The reasonableness of the proposed compensation schedules

SECTION IV – DESCRIPTION OF CHAMPAIGN COUNTY

1. GENERAL INFORMATION

Champaign County, Illinois is located in the heart of east-central Illinois, approximately 136 miles south of Chicago and 86 miles east northeast of Springfield, the state capital. The County is home to the University of Illinois, Parkland College, and two major regional hospitals. The County is comprised of 998 square miles, and 90.5% of its land area is utilized for agriculture.

Champaign County was organized in 1833, having been previously a part of Vermilion County. The county and county seat were named for Champaign County, Ohio and Urbana, Ohio respectively, the home of the Illinois legislator who sponsored the bill to create the County. The County adopted township form of government on November 8, 1859. Currently, the County Board is comprised of 11 districts, with two members representing each District for a total of 22 County Board Members. The County Board elects a County Board Chair from among its members by a majority vote at the biennial organizational meeting on the first Monday of December of every even-numbered year.

The county's population for the 2010 Census was 201,081, representing growth of 11.9% since the 2000 Census. This places Champaign County as the 10th largest county in the State of Illinois. Champaign County is part of the Champaign–Urbana, IL Metropolitan Statistical Area.

In 2016, Champaign County voters decided to change the structure of the County government from a County Board form of government without home rule to a County Executive form of government without home rule. This change created the third branch in a three-branch government structure (administrative, legislative and judicial) that is used to create checks and balances in public decision-making.

The county has an approved staffing budget of 832.4 Full-Time Equivalentents which results in approximately 1,000 employees. Of those employees, approximately 62% are represented by unions.

Number of Funds and Total Appropriations – FY2021

General Fund	1	\$42.98 million
Special Revenue Funds	49	\$75.28 million
Capital Projects Funds	2	\$ 3.84 million
Internal Service Funds	2	\$ 9.75 million
Joint Venture Fund	1	\$ 0.65 million
Private Purpose Trust Funds	2	(not budgeted)
<u>Agency Funds</u>	<u>8</u>	<u>(not budgeted)</u>
<i>Total Reporting Entity</i>	<i>66</i>	<i>\$132.50 million</i>

2. DESCRIPTION OF ACCOUNTING RECORDS

The County Auditor maintains a centralized accounting system for all funds, except for four separate agency funds, which are maintained by the individual offices. These separate agency funds (and their approximate annual receipts/disbursements) are: County Collector (\$400 million), Circuit Clerk (\$9 million), County Clerk (\$5 million), and Court Services (\$8,000).

Through September 30, 2021, the centralized accounting system in the Auditor's Office is computerized on an IBM AS-400 I series with monthly reports on budgets, revenues, expenditures and balance sheet line items. On October 1, 2021, the County will be fully integrated on its new centralized accounting system called Tyler Munis. There are listings of individual transactions in every revenue, expenditure and balance sheet account, as well as ending balance reports. The centralized accounting records are available for inspection in the Auditor's Office.

The County's bi-weekly payroll is processed by the Administrative Services Department, with tax forms and payroll authorizations filed in that office. County bills are audited and paid by the Auditor's Office. Vouchers and paid invoices are filed in the Auditor's Office. Cash receipts deposited with the County Treasurer are audited by the Auditor's Office on a daily basis. Cash receipts and disbursements of the County Collector, Circuit Clerk, County Clerk and Court Services agency funds, which are not included in the centralized accounting system, are not reviewed by the Auditor's Office.

Champaign County prepares its budgets on a modified accrual basis. All funds are budgeted, except for trust funds and agency funds. Records are kept on a cash basis during the year and converted to a modified accrual basis at year-end. Revenue and expenditure accruals are made during January and February, and the books are usually closed by the end of February. Final trial balance print-outs and the determination of major funds (per GASB Statement 34) are available by the beginning of March.

On April 1, 2019, the County agreed to sell the Champaign County Nursing Home to University Rehabilitation Center of C-U LLC and University Rehab Real Estate LLC for a final price of \$11 million. Proceeds from the sell were used to payoff outstanding payables and the nursing home bonds. As part of the agreement, the County will continue to be held liable for ongoing litigation and future potential insurance claims up to two years from date of sale. Activity associated with the Nursing Home in fiscal year 2020 and proceedings years are consolidated are tracked within a special revenue fund for financial presentation.

The County participates in the Illinois Municipal Retirement Fund, which is an agent multiple employer public employee pension plan. IMRF provides the County with the data necessary for our pension footnote; however, if this data is not received in time to be included in the current year consolidated annual financial report, prior year information will be included in the County's footnotes and will be the basis upon which the independent audit firm renders its opinions.

The County is the recipient of numerous federal grants, necessitating a “single audit” in accordance with the Single Audit Act and OMB Circular A-133. The schedule of expenditures of federal awards is compiled by the Chief Deputy Auditor in March, based on input from the various County departments.

The audit for the 12 months ended December 31, 2019 was performed by Baker Tilly. Their reports were dated June 1, 2021. The comprehensive annual financial report for the 12 months ended December 31, 2019 and the management letter may be examined at the County Auditor’s Office or at the County Auditor’s web-site at www.co.champaign.il.us/auditor. The audit for the 12 months ended December 31, 2020 is ongoing with anticipated issuance December 2021.

3. WORKSPACE and ASSISTANCE FROM COUNTY PERSONNEL

The audit is to be coordinated through the Chief Deputy Auditor. Workspace will be available in the Auditor’s Office at 1776 East Washington, Urbana. Internet access, telephone and photocopier will be made available to the auditors.

Auditor’s Office staff will be available to assist the independent auditors at any time during their field work. In the past, the staff has assisted by preparing trial balances and schedules, pulling documents, typing confirmation requests, and answering questions that arise. The Chief Deputy Auditor will prepare most of the audit adjusting entries necessary to convert from budgetary basis to GAAP basis, as well as the actual financial statements, schedules and footnotes. The Auditor’s Office staff consists of the following:

George Danos, County Auditor
Orion Smith, CPA, Chief Deputy Auditor/Accounting Manager
Jill Stewart, Senior Accountant (accounts payable)
Suzanne Brock, Accountant (accounts payable and fixed assets)
Jewell Cox, Accountant (revenues and grants)
Brandi Katrein, Administrative Secretary.

The County Treasurer and Chief Deputy Treasurer, Cassandra (CJ) Johnson and DeShawn Williams, will provide assistance related to bank account information and confirmations.

The Regional Planning Commission Chief Financial Officer, Elizabeth Murphy, will provide the necessary RPC grant documentation for compliance testing.

The Collector’s Office, Circuit Clerk’s Office, County Clerk’s Office and Court Services Office will provide the records and assistance relating to their respective agency funds.

SECTION V – SCOPE OF SERVICES

1. AUDIT and REPORTING REQUIREMENTS

The County Board requests proposals from qualified firms of certified public accountants for conducting the annual audits of the financial operations of Champaign County for the fiscal years ending December 31, 2021, 2022, 2023, 2024 and 2025. Each year's audit will culminate in the issuance of a comprehensive annual financial report by the County Auditor. The County Board will award a five-year contract, reserving the right to terminate the contract after one year.

The audit must be performed in accordance with (a) Generally Accepted Auditing Standards; (b) County Auditing Law (55 ILCS 5/6-31001 et.seq.); (c) the standards for financial audits set forth in "Government Auditing Standards" issued by the U.S. Government Accountability Office; (d) the Federal Single Audit Act; and (e) U.S. Office of Management and Budget (OMB) Circular A-133 "Audits of States, Local Government and Non-Profit Organizations" and "Compliance Supplement".

Champaign County requires the audit firm to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditors are not required to audit the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards, which are contained in the comprehensive annual financial report. However, the auditors are to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards, based on the audit procedures applied during the audit of the basic financial statements.

The management discussion and analysis is required supplementary information, on which the auditors are not required to express an opinion.

The auditors are not required to audit or report on the introductory and statistical sections of the comprehensive annual financial report.

Upon completion of the audit, the audit firm must provide the following reports, addressed to the Champaign County Board, to be included in the County's comprehensive annual financial report: (a) a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles; (b) an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules, including the schedule of expenditures of federal awards; (c) a report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with GAO "Government Auditing Standards"; (d) a report on compliance with requirements applicable to each major federal program and on internal control over compliance in accordance with OMB Circular A-133; and (e) a schedule of findings and questioned costs in accordance with OMB Circular A-133.

In coordination with the County Auditor, the audit firm shall also complete its portion of the federal data collection form on-line on the Federal Audit Clearinghouse website. The audit

firm shall also review the Consolidated Year-End Financial Report (CYEFR) per state statute for submission to Grants Accountability and Transparency Act (GATA) portal.

As with private industry, Champaign County's management is responsible for the County's financial report. The County Auditor's Office prepares the comprehensive annual financial report according to standards issued by the Governmental Accounting Standards Board.

The Auditor's Office will provide a draft of the financial statements to the audit firm. The audit firm must submit in writing and discuss with the County Auditor any audit adjustments or changes to the financial statements before these will be incorporated in the financial statements.

The audit firm must provide the County Auditor with audited trial balances, audit adjusting entries and bank account information for the four agency funds that are not included in the County Auditor's centralized accounting system. See Section IV for information on these four agency funds.

The audit firm shall be required to make an immediate written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the County Board Chairman and the County Auditor.

All working papers and reports must be retained, at the audit firm's expense, for a minimum of three years, unless the firm is notified in writing by Champaign County of the need to extend the retention period. Working papers must be available, upon request, to the following parties or their designees: (a) Champaign County officials; (b) the County's federal oversight agency for audit; (c) U.S. Government Accountability Office; (d) auditors of agencies providing grant funding to the County; and (e) parties designated by the federal or state governments or by Champaign County as part of an audit quality review process. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

A management letter, addressed to the Champaign County Board, shall also be prepared by the audit firm, separate from the consolidated annual financial reports, including a review of audit findings and recommendations affecting the financial statements, internal control, accounting system, legality of actions, and any other material matters. The auditors shall personally review the management letter with the County Board Chair, the County Executive, the County Auditor and any department heads affected, before presenting it to the County Board's Finance Committee of the Whole.

2. REPORT DISTRIBUTION

A representative of the audit firm shall make an oral presentation to the Finance Committee of the Whole regarding the auditor's reports and management letter.

There should be one copy of the management letter provided for each department mentioned plus 24 additional copies (for the County Auditor, County Executive, and 22 County Board Members).

One original copy of each of the other auditor's reports must be delivered to the County Auditor for inclusion in the comprehensive annual financial report.

3. SEPARATE AUDIT OF THE CIRCUIT CLERK OFFICE (705 ILCS 105/27.8)

Additionally, pursuant to state statutes (705 ILCS 105/27.8), a separate audit of the Circuit Clerk Office shall be performed annually. The audit must be performed in accordance with generally accepted auditing standards and GAO "Government Auditing Standards."

Upon completion of the audit, the audit firm must provide the following reports addressed to the Champaign County Board: (a) a report expressing an opinion on the financial statements of the Circuit Clerk Office; (b) a report expressing an opinion on internal controls of the Circuit Clerk Office; (c) a report on the Circuit Clerk's compliance with applicable statutes, rules and procedures relating to assessment, collection and distribution of funds, including the timeliness of those actions; (d) any documentation or statements necessary to support the findings and opinions of the auditors; and (e) any supplemental schedules or other documents required by the audit guidelines issued by the Administrative Office of the Illinois Courts.

The audit shall be completed within six months of the end of the fiscal year. Within one month after completion of the audit, the audit firm shall provide five copies of the audit report and distribute them to the following: (a) the Administrative Office of the Illinois Courts; (b) the State Comptroller; (c) the Champaign County Circuit Clerk; (d) the Champaign County Board; and (e) the Champaign County Auditor.

4. SEPARATE AUDIT OF THE CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

Additionally, a separate audit of the Champaign County Geographic Information System Consortium (GIS Consortium) shall be performed annually. Champaign County GIS Consortium is a joint venture of seven governmental units within Champaign County, with Champaign County serving as the lead agency. The audit must be performed in accordance with generally accepted auditing standards and GAO "Government Auditing Standards."

Upon completion of the audit, the audit firm must provide the following reports addressed to the Champaign County Board: (a) a report expressing an opinion on the financial statements of the GIS Consortium; (b) a report expressing an opinion on internal controls of GIS Consortium; (c) a report on Champaign County GIS Consortium's compliance with applicable statutes, rules and procedures relating to assessment, collection and distribution of funds,

including the timeliness of those actions; and (d) any documentation or statements necessary to support the findings and opinions of the auditors.

The audit shall be completed within six months of the end of the fiscal year. Within one month after completion of the audit, the audit firm shall provide five copies of the audit report and distribute them to the following: (a) the State Comptroller; (b) the Champaign County Geographic Information System Consortium; (d) the Champaign County Board; and (e) the Champaign County Auditor.

5. SCHEDULING REQUIREMENTS

Entrance and exit conferences shall be held each year with the County officials responsible for the various accounting systems covered by the audit: County Auditor and Chief Deputy Auditor (main centralized accounting system), Regional Planning Commission Chief Financial Officer (RPC and Head Start), County Collector, Circuit Clerk, County Clerk, GIS Director, and Supervisor-Administrative Services Court Services (Court Services Agency Fund). Entrance conferences, to be held before audit work begins, will establish audit liaisons, arrange for work space, review the current audit plan and scheduling, and identify assistance to be provided by County staff. Internal control interviews shall also be conducted at this time. Exit conferences, to be held at the end of audit field work, shall summarize the results of field work and review significant findings and management letter comments.

All audit work, audit adjustments, changes/corrections to the financial statements and footnotes, resolution of problems and pending items, representation letters, attorney letters, work paper review and any audit firm “sign offs” must be completed by May 31st each year. Final copies of the management letter and all the auditor’s reports are due to the County Auditor no later than May 31st each year.

If the current data for the pension plan footnote has not been received from the Illinois Municipal Retirement Fund by May 31st, then the audited financial statements will be issued with the data from the prior year and the auditor’s opinion will relate to that prior year data. If the current data is received from IMRF between May 31st and the date the consolidated annual financial report goes to the printers, the County Auditor shall request permission from the independent auditors to substitute the current data for the prior year data in the notes to the financial statements.

6. TIMETABLE

Tentative Schedule for the fiscal year 2021 audit (a similar schedule will be developed for audits of subsequent fiscal years):

Jan. 1 – Jan. 15, 2022	Entrance conferences and internal control interviews with County Auditor, Chief Deputy Auditor, RPC Chief Financial Officer, County Collector, Circuit Clerk, County Clerk, GIS Director and Supervisor-Administrative Services Court Services shall be conducted.
January 23, 2022	Interim audit work may begin, as arranged with the individual offices.
January 30, 2022	Interim audit work shall be completed.
February 7, 2022	Year-end audit work may begin as scheduled with the individual offices.
March 31, 2022	Final year-end printouts are available for the centralized accounting system, including all accruals and closing entries on a modified accrual basis.
April 30, 2022	Audited trial balances, audit adjusting entries and bank account data for the four agency funds that are not included in the County Auditor's centralized accounting system are due to the Chief Deputy Auditor from the audit firm.
June 6, 2022	Exit conferences with County Auditor, Chief Deputy Auditor, RPC Chief Financial Officer, County Collector, Circuit Clerk, County Clerk, GIS Director, and Supervisor-Administrative Services shall be completed.
June 17, 2022	Audit firm must be completely finished with all aspects of audit, including field work, work paper and financial statement reviews, representation letters, attorney letters, and delivery of final management letter and auditor's reports.
July 21, 2022	A representative of the audit firm shall make an oral presentation to the Finance Committee of the Whole regarding the management letter and auditor's reports. (Traditionally the County Board does not hold Committee meetings in July. This presentation would be at the regular meeting of the County Board.)

SECTION VI – INSTRUCTIONS TO OFFERORS

Please submit one electronic copy via email as well as one unbound original and seven (7) copies of your proposal in a sealed envelope to:

Champaign County Auditor's Office
EMAIL: osmith@co.champaign.il.us
ATTN: Orion Smith, Chief Deputy Auditor
1776 East Washington
Urbana, IL 61802

All proposals must be clearly marked in the lower left corner “**REQUEST FOR PROPOSAL – NUMBER 2021-005.**” **ALL PROPOSALS MUST BE RECEIVED BY 1:30pm ON July 15, 2021.**

To aid in comparability, all proposals submitted must be organized in the following manner:

1. **Title Page** – Include: “Audit Proposal for Champaign County”
Proposal Number 2021-005
Name of Proposing Firm
Local Address
Telephone Number
Name of Contact Person
Date
2. **Table of Contents** – Indicate page numbers for each major section
3. **Letter of Transmittal** – Summarize the information which will be presented in more detail in the proposal. Include a statement of your understanding of the work to be done and the deadline for completion. Provide reasons why your firm believes itself to be the best qualified to perform the engagement. Indicate that the proposal is a firm and irrevocable offer for 90 days. Identify the person(s) who are authorized to make binding representations on behalf of the offeror, including their title(s), address(es) and phone number(s).
4. **Affirmations** – Affirm that the audit firm and all key professional staff to be assigned to the County audit are properly licensed to practice in the State of Illinois. Affirm that the audit firm meets the independence standards of the U.S. GAO “Government Auditing Standards”. List and describe the firm’s professional relationships involving Champaign County or any of its agencies or officials for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

5. **Profile of the Offeror**

- a. Describe the offering firm and the local office which will perform the audit, including its location, overall staff size, governmental audit staff size and range of services offered.
- b. Describe the local office's system of internal quality review.
- c. Describe the local office's participation in an external quality control review program. Submit a copy of the report on the firm's most recent external quality control review, with a statement about whether that review included a review of specific government engagements.
- d. Provide information on the results of any federal or state desk reviews or field reviews of the firm's audits during the past three years.
- e. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm by state regulatory bodies or professional organizations during the past three years.

6. **Personnel Qualifications**

- a. Identify the partners, managers, supervisors and staff who will be assigned to the audit, indicating for each his/her government auditing experience, relevant continuing professional education for the past three years, membership in professional organizations relevant to the performance of this audit, and whether he/she is a properly licensed certified public accountant in the State of Illinois.
- b. Indicate how the quality of the staff over the term of the engagement will be assured. Engagement partners, managers and supervisors may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written consent of Champaign County. In either case, however, the County reserves the right to approve or reject replacements. Other audit personnel may be changed at the discretion of the audit firm, provided that replacements have substantially the same or better qualifications or experience.

7. **Prior Similar Engagements**

- a. For the firm's local office that will perform the audit, list engagements performed in the last five years that are similar to the requested audit of Champaign County. For the five largest of these engagements (in terms of staff hours), indicate the date, scope of work, engagement partners, total hours, and the name and telephone number of the principal client contact.
- b. Describe the local office's experience performing "single audits" under the Single Audit Act and OMB Circular A-133.
- c. Describe the local office's experience with the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program.

8. **Offeror's Approach to the Audit** –
- a. Submit a work plan, including an explanation of the audit methodology to be followed, to perform the services detailed in Section V of this document. The work plan should be broken down at a minimum as follows:
 - i. Head Start Fund
 - ii. Regional Planning Commission Funds
 - iii. Nursing Home Fund
 - iv. Non-centralized agency funds – County Collector, Circuit Clerk, County Clerk, Court Services
 - v. All other funds, capital assets and long term debt
 - vi. Circuit Clerk Office separate audit
 - vii. GIS Consortium separate audit
 - b. Provide the following information on the audit approach:
 - i. Proposed segmentation of the audit;
 - ii. Level of staff and number of hours assigned to each segment of the audit;
 - iii. Extent to which statistical sampling is to be used in the engagement;
 - iv. Type and extent of analytical procedures to be used in the engagement;
 - v. Approach to be taken to gain and document an understanding of the County's internal control structure;
 - vi. Approach to be taken in determining laws and regulations that will be subject to audit test work;
 - vii. Approach to be taken to test compliance with laws, regulations, contracts and grants.
 - c. Identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the County.
9. **Compensation** – List the proposed hours, hourly rate and total cost for each staff classification (partners, managers, supervisors, staff) for each significant segment of the audit per the work plan described in the preceding section (may be combined with the preceding section). At a minimum, the segments should be:
- a. Head Start Fund
 - b. Regional Planning Commission Funds
 - c. Non-centralized agency funds (County Collector, Circuit Clerk, County Clerk, Court Services)
 - d. All other funds, capital assets and long term debt.
 - e. A disaggregated price for the compilation of the Comprehensive Annual Financial Report
 - f. Circuit Clerk Office separate audit, disaggregating the compilation of the financial statements
 - g. GIS Consortium separate audit, disaggregating the compilation of the financial statements

Based on the above schedule, list an all-inclusive maximum fee for which the requested services will be done for each of the five years under consideration (2021, 2022, 2023, 2024, and 2025).

The all-inclusive maximum fee is to include all direct and indirect costs, including all out-of-pocket expenses. All out-of-pocket expenses billed to the County will be charged at actual cost with no mark-up and will be charged against the total all-inclusive maximum fee. The County will not be responsible for expenses incurred in preparing and submitting the audit proposal; such costs should not be included in the proposed fee. No additional fees beyond those specified in the accepted proposal will be billed to Champaign County unless there is a signed addendum to the contract between the County and the audit firm. If it becomes necessary for the County to request the audit firm to render any additional services over those specified in this document, or if any circumstances are encountered that lead the auditors to recommend that extended services be performed, then such additional work shall be performed only if set forth in an addendum to the contract, and such work shall be performed at the same rates set forth in the schedule of fees described above.

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the audit firm's fee proposal. Interim billings shall cover a period of not less than one calendar month. Ten percent will be withheld from the progress payments pending delivery of the final auditor's reports.

The Circuit Clerk Office separate audit shall be billed separately from the main audit.

The GIS Consortium separate audit shall be billed separately from the main audit.

10. **Offeror Guarantees and Warranties** – Submit executed copies of the Offeror Guarantees and Warranties, attached to this document as Appendix A.