



**FINANCE DEPARTMENT**

**PROFESSIONAL AUDITING SERVICES**

**Mandatory Proposal Meeting  
October 21, 2015 at 2:00 PM  
City Hall Board Room**

**DUE DATE:  
November 4, 2015 by 11:00 AM  
City Hall**

**Rasheed Jones, CPA**  
Finance Director  
708-749-6468  
[rjones@ci.berwyn.il.us](mailto:rjones@ci.berwyn.il.us)

October 8, 2015

Dear Prospective Bidder:

The City of Berwyn is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2015 with the option to audit the City of Berwyn's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the Government Accounting Office (GAO) *Government Auditing Standards* (2011), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

**Bid Title: Professional Auditing Services**  
**Mandatory Pre-Proposal Meeting October 21, 2015 at 2:00 P.M.**  
**Proposals Due: November 4, 2015 by 11:00 a.m. local time**  
City Clerk, City of Berwyn  
6700 West 26<sup>th</sup> Street, Berwyn, Illinois

Copies of the request for proposal can be picked up from the City Clerk at City Hall, 6700 West 26<sup>th</sup> Street, Berwyn, Illinois, between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. The City reserves the right to reject any or all proposals submitted.

Please note the following requirements:

- Signed Proposal Form
- Completed Disclosure of Beneficiaries Form
- Certificate of Professional Liability (required prior to award)
- Reference Form

If you have questions regarding the bid process, please feel free to contact me at 708-749-6468.

Sincerely,

Rasheed Jones, CPA  
Finance Director

**CITY OF BERWYN, ILLINOIS  
REQUEST FOR PROPOSALS  
GENERAL INFORMATION**

- 1.01 Definition: A Request For Proposal (RFP) is a method of procurement permitting discussions with responsible proposers and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.
- 1.02 Receipt and Handling of Proposals: Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing proposers.
- 1.03 Addenda: Addenda are written instruments issued by the City of Berwyn prior to the date for receipt of proposals which modify or interpret the RFP by additions, deletions, clarifications, or corrections.

Prior to the receipt of proposals, addenda will be mailed or faxed to all who are known to have received a complete Request For Proposals. Proposers should register with the City to ensure they receive any addenda to the RFP

After receipt of proposals, addenda shall be distributed only to proposers who submitted proposals; and those proposers shall be permitted to submit new proposals or to amend those submitted.

Each proposer shall ascertain prior to submitting a proposal that all addenda issued have been received and, by submission of a proposal, such act shall be taken to mean that such proposers has received all addenda, and that the proposer is familiar with the terms thereof and understands fully the contents of the addenda.

- 1.04 Discussion of Proposals: The Evaluation Committee may conduct discussions with any proposer who submits an acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to another proposer. The Evaluation Committee will be comprised of the following:

Rasheed Jones, Finance Director  
Ben Daish, Assistant Finance Director  
Brian Pabst, City Administrator

During the initial discussion, the proposer shall be prepared to give an oral presentation covering the following topics:

- a. The specific services to be provided.
- b. Qualifications of the proposer, including work on similar projects, experience of personnel, etc.
- c. The working relationship to be established between the City of Berwyn and the proposer including, but not limited to, what each party should expect from the other.
- d. Implementation schedule for the project.
- e. A review of the costs associated with this project.

1.05 Evaluation Criteria:

1.05.01 Ability of the Proposer to comply with the Requirements of the contract.

1.05.02 The quality level of the proposed system.

1.05.03 The number and scope of conditions attached to the offer.

1.05.04 The price of the services.

1.05.05 Such other information that may be secured by the City of Berwyn which may have a bearing on the decision to make the award.

1.06 Negotiations: The City of Berwyn reserves the right to negotiate specifications, terms, and conditions which may be necessary or appropriate to the accomplishment of the purpose of the RFP. The City may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental information, and other submissions provided by the proposer during discussions or negotiations will be held by the City of Berwyn as contractually binding on the successful proposer.

1.07 Confidentiality: The City Clerk shall examine the proposals to determine the validity of any written requests for nondisclosure of trade secrets and other proprietary data identified. After award of the contract, all responses, documents, and materials submitted by the proposer pertaining to this RFP will be public information and will be made available for inspection, unless otherwise determined by the City Clerk. All data, documentation, and innovations developed as a result of these contractual services shall become the property of the City of Berwyn. Based upon the public nature of these RFPs, a proposer must inform the City in writing of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.

CITY OF BERWYN  
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Berwyn is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2015 with the option of auditing its financial statements for each of the 2 subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the Government Accountability Office's (GAO) *Government Auditing Standards* (2011), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

There is no expressed or implied obligation for the City of Berwyn to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, one (1) original and three (3) copies of the proposal, one (1) of the copies unbound, must be received by Tom Pavlik, City Clerk, at 6700 West 26<sup>th</sup> Street, Berwyn, IL 60402 by 11:00 AM on November 4, 2015. The City of Berwyn reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by a three member Audit Selection Committee selected by the City of Berwyn, consisting of Finance Director Rasheed Jones, Assistant Finance Director Ben Daish and City Administrator Brian Pabst.

During the evaluation process, the Audit Selection Committee and the City of Berwyn reserve the right, where it may serve the City of Berwyn's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Berwyn or the Audit Selection Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Berwyn reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Berwyn and the firm selected.

B. Term of Engagement

A 3-year contract is contemplated, subject to the annual review and recommendation of the Audit Selection Committee for each year, the satisfactory negotiation of terms (including a price acceptable to both the City of Berwyn and the selected firm), the concurrence of the City of Berwyn and the annual availability of an appropriation.

C. Subcontracting

No subcontracting will be permitted.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Berwyn is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2015, with the option to audit the City of Berwyn's financial statements for each of the two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Berwyn desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The City of Berwyn also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

Additionally, it is requested that the proposal include an option for a single audit under the provisions of the Federal Single Audit Act of 1984 (as amended in 1996) if necessary.

The auditor is also responsible for the preparation of five (5) Tax Increment Financing District compliance reports required by Tax Increment Allocation Redevelopment Act.

While the City has prepared its own Comprehensive Annual Financial Report for the past several years, the City would like separate quotes for the following optional services:

1. Compilation of the Illinois Comptroller's Annual Financial Report including preparation of the Annual Financial Report and electronically filing the report with the Comptroller's office.
2. Assistance in preparation of the financial statements and statistical section of the Comprehensive Annual Financial Report.

If the City does choose to continue to prepare its own Comprehensive Annual Financial Report, printing as noted under Section D below will be done by the auditor.

The audit partner, manager and key staff will be available for weekly status meetings with City staff during the course of the audit if desired by the City.

The auditor will make a brief presentation of the results of the audit to the City Council.

While the police and fire pension funds have their own boards which contract separately for their audits, the pension funds have historically used the same auditors as the City and it is anticipated that they will continue to do so. Therefore, fees for audits of both the police and fire pension funds should be detailed in the fee schedule on Appendix C.

#### C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the Government Accountability Office's *Government Auditing Standards* (2011), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments.

D. Reports to be Issued

The auditor shall prepare the following reports at the completion of the audit:

1. Printing of thirty (30) copies of the Comprehensive Annual Financial Report.
2. A letter to management containing appropriate suggestions for improvement of account procedures and internal controls for the City's consideration. This letter should contain comments and recommendations for controlling any internal weaknesses discovered and shall be reviewed by the Finance Director before finalizing. Once finalized, including Management's Responses to the comments, twenty (20) copies of the report are needed.
3. Two (2) copies of the Illinois Comptroller's Annual Financial Report for the City of Berwyn and filed electronically (City option).
4. Fifteen (15) copies of a report on the financial statements, internal control and compliance in accordance with audit guide and standards for compliance with the Single Audit Act, as may be required.
6. Three (3) copies of a report on compliance with Public Act 85-1142 for each Tax Increment Financing District, as may be required.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years or until the end of our contractual relationship, unless the firm is notified in writing by the City of Berwyn of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the City of Berwyn.

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.

III. DESCRIPTION OF THE GOVERNMENT

- A. The auditor's principal contacts with the City of Berwyn will be Rasheed Jones, Finance Director, and Ben Daish, Assistant Finance Director who will coordinate the assistance to be provided by the City of Berwyn to the auditor.

B. Background Information

The City of Berwyn was incorporated in 1908 and is a home rule municipality under Illinois law. The City is located less than 10 miles west of downtown Chicago in Cook County. The City encompasses approximately 4 square miles with a population of 56,657. The City of Berwyn’s fiscal year begins on January 1 and ends on December 31. The City of Berwyn provides a full range of services including police and fire protection, maintenance of streets and other infrastructure, water and sewer utility services, commuter parking system, compliance inspections, garbage removal, community development, and recreational and cultural services. The City has 353 full time and 191 part time employees.

The City of Berwyn is organized into sixteen (16) departments: Mayor’s Office, City Administrator’s Office, City Council, Treasurer’s Office, City Clerk, Legal Department, Information Technology Department, Finance Department, Building Department, Recreation Department, Community Development Block Grant Department, Senior Services Department, Library, Police Department, Fire Department and Public Works Department. The accounting and financial reporting functions of the City of Berwyn are centralized.

The Berwyn Development Corporation (BDC) is a discretely presented component unit of the City audited by other auditors. It is expected that the City’s auditors will rely on the work of the BDC’s auditors in expressing their opinion on the City’s financial statements.

More detailed information on the government and its finances can be found in the Comprehensive Annual Financial Report which can be found on the City’s website at [www.berwyn-il.gov](http://www.berwyn-il.gov).

C. Fund Structure

The City of Berwyn uses the following fund types in its financial reporting:

<b><u>Fund Type</u></b>	<b><u>Number of Individual Funds</u></b>	<b><u>Number With Legally Adopted Annual Budgets</u></b>
General fund	1	1
Special revenue funds	13	8
Debt service funds	1	1
Capital projects funds	2	1
Permanent funds	0	0
Enterprise funds	2	2
Internal service funds	1	1
Private-purpose trust funds	0	0
Investment trust funds	0	0

Pension (and other employee benefits) trust funds	2	2
Agency funds	0	0

D. Pension Plans

The City of Berwyn participates in the following pension plans:

<u>Plan</u>	<u>Multiple-Employer</u>		<u>Single-Employer</u>	
	<u>Cost-Sharing</u>	<u>Agent</u>	<u>Defined Benefit</u>	<u>Defined Contrib.</u>
IMRF		X		
SLEP		X		
Police Pension			X	
Fire Pension			X	

Actuarial services for the Police and Fire Pension plans are provided by Lauterbach & Amen

E. Magnitude of Finance Operations

The City of Berwyn Finance Department provides the budgetary, accounting, payroll, accounts payable, accounts receivable, utility billing, cash receipting, investments and financial reporting functions. The Department has a staff of thirteen (13) full time employees.

F. Computer Systems

The day-to-day transactions of the City are conducted with the aid of a computerized governmental accounting system. The computer hardware is a Dell Power Vault R700 and the software is by New World Systems. The City also uses personal computers on an Ethernet network utilizing Microsoft Office.

L. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should contact Rasheed Jones at 6700 West 26<sup>th</sup> Street, Berwyn, IL 60402, (708) 749-6468. The City of Berwyn will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal advertised	October 8, 2015
Mandatory Pre Proposal Meeting	October 21, 2015
Due date for proposals	November 4, 2015
Expected Award Date	November 18, 2015 (subject to change)

B. Notification and Contract Dates

Selected firm notified after official City Council action.

C. Date Audit May Commence

The City of Berwyn will have all records ready for audit and all management personnel available to meet with the firm's personnel at an agreed upon schedule.

D. The auditors must be able to meet the following essential dates for the subsequent fiscal year audits unless mutually agreed upon between the auditor and the City:

- Preliminary field work completed by a date to be negotiated
- Internal control questionnaires received no later than March 15
- Fieldwork completed by May 1
- Draft reports reviewed/completed by May 31
- Audit briefing to the Finance Director prior to final draft determination
- Final printed and bound reports by June 10

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the

responsibility of City of Berwyn as directed by the auditor. The preparation of the various schedules by the City of Berwyn will be mutually agreed to by the auditor and the City.

B. Report Preparation

Report preparation shall be the responsibility of the City unless otherwise agreed upon. Report editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

All inquiries must be submitted in writing by email or fax five (5) days prior to October 28, 2015 to [rjones@ci.berwyn.il.us](mailto:rjones@ci.berwyn.il.us) or 708-749-6468. A response may be provided in the form of an addendum.

B. Audit Proposal

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Berwyn in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

2. Independence

The firm should provide an affirmative statement that it is independent of the City of Berwyn as defined by generally accepted auditing standards/the U.S. General Accounting Office's *Government Auditing Standards*.

3. License to Practice in Illinois

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Illinois.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Illinois. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists 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 permission of the City of Berwyn. However, in either case, the City of Berwyn retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last five (5) years that are similar to the engagement described in this request for proposal. Also,

indicate those municipalities that achieved the Certificate of Achievement for Excellence in Financial Reporting award while your firm was engaged as their auditor. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Specifically identify those engagements at which the managers and other supervisors who will be assigned to the City of Berwyn engagement have worked. It is also required that the firm provides evidence that they have completed at least ten (10) Illinois municipal audits within the last two (2) years.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed. Proposers will be required to provide the following information on their audit approach:

- a. Proposed timing of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the City of Berwyn's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

8. Identification of Anticipated Potential Audit Problems

The proposal should 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 City of Berwyn.

9. Listing of additional services that would be available to the City of Berwyn, particularly those at no cost such as training and seminars.

10. Audit Firm Office Location

The auditing firm must have an office location within a 35 mile radius of the City of Berwyn.

C. Dollar Cost

1. Total All-Inclusive Maximum Price

Appendix C must be completed and signed. Appendix C's price should specify all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price is to include all direct and indirect costs including all out-of-pocket expenses.

The City of Berwyn will not be responsible for expenses incurred in preparing and submitting the technical proposal. Such costs should not be included in the proposal.

2. Rates by Partner, Specialist, Supervisory and Staff Level times Hours Anticipated for Each

The cost schedule should include a schedule of professional fees and expenses broken into the above categories, if appropriate.

3. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's proposal. Interim billing shall cover a period of not less than a calendar month. Payments will be made within 45 days after receipt of an invoice.

## VII. EVALUATION PROCEDURES

A. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Illinois.
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Berwyn.
- d. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- e. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Qualifications

a. Expertise and Experience

- (1) The firm's past experience and performance on comparable government engagements.
- (2) The firm's demonstrated ability to assist its governmental clients in attaining and retaining the GFOA Certificate of Achievement in Financial Reporting.
- (3) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation including the manner in which consistent supervision of onsite staff will be ensured.
- (4) Additional services available to clients such as training.

b. Audit Approach

- (1) Adequacy of proposed staffing plan for various segments of the engagement
- (2) Adequacy of sampling techniques
- (3) Adequacy of analytical procedures

3. Price Consideration

Cost will not be the primary factor in the selection of an audit firm, but will be a consideration.

B. Oral Presentations

During the evaluation process, the Audit Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

C. Final Selection

The City of Berwyn City Council will select a firm based upon the recommendation of the Audit Selection Committee.

D. Proposal Submittal

Your proposal must contain the following sections, in the following order:

1. Cover Page
2. Executive Summary

The Executive Summary is intended to highlight the contents of the Proposal and to provide the City with a broad understanding of the offeror's approach and ability.

3. Applicants Organization and Staffing

This section shall include identification of all staff and members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, or statements of prior experience and qualification).

4. Work Plan

This section will describe the offeror's understanding of the City's requirements, including the result(s) intended and desired, the detailed approach and/or methodology to be employed, and a timetable for accomplishing the results proposed.

5. References and Previous Relevant Experience

Identify similar contracts you have had in the past 3 years.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Berwyn and the firm selected.

The City reserves the right to reject any or all proposals and to accept the proposal considered to be in the best interest of the City.

**PLEASE SUBMIT THE FOLLOWING  
PAGES WITH YOUR PROPOSAL**

**ONE (1) ORIGINAL  
AND  
THREE (3) COPIES**

**PROPOSAL FORM  
PROFESSIONAL AUDITING SERVICES**

Company Name:
Contact Person:
Address:
City, State, Zip:
Tel: (    )
Fax: (    )
<b>Signature:</b>
E-Mail Address Required:

**The proposer acknowledges receipt of the addenda as follows:**

Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_ Addendum No. \_\_\_\_\_

This proposal is an offer which shall be considered accepted only after the City Council authorizes the execution of the contract. In the event that this proposal is accepted and an award of contract is made, the proposer does hereby agree to deliver to the City the signed and executed Contract as specified in the General Instructions within ten (10) working days after the date of such acceptance and notification thereof.

This proposal, when accepted and signed by an authorized signatory of the City, shall become a contract binding upon the person, partnership, or corporation to supply or perform as specified and upon the City to accept the product or service.

**APPENDIX A**

**Proposer Warranties**

- A. Proposer warrants that it is willing and able to comply with State of Illinois laws with respect to foreign (non-state of Illinois) corporations.
  
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
  
- C. Proposer warrants that it is willing and able to obtain workers compensation insurance coverage for its entire staff working on site at the City of Berwyn.
  
- D. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Berwyn.
  
- E. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX B**

**Schedule of Professional Fees and Expenses**

**for the Audit of the (year) Financial Statements**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
<b>Partners</b>	_____	_____	_____	_____
<b>Managers</b>	_____	_____	_____	_____
<b>Supervisory Staff</b>	_____	_____	_____	_____
<b>Other (specify)</b>	_____	_____	_____	_____
	_____	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____	_____
<b>Total for services described in Section II B of the RFP (Detail on subsequent pages)</b>				_____
<b>Other (specify)</b>				_____
<b>Total all-inclusive maximum price for (year) audit</b>				_____

Note: the rate quoted should **not** be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price. Please provide a separate form for each of the three years.

APPENDIX C

CITY OF BERWYN

PROFESSIONAL AUDITING SERVICES

THREE YEAR FEE STRUCTURE

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Financial Audit	\$ _____	\$ _____	\$ _____
Single Audit**	\$ _____	\$ _____	\$ _____
TIF Compliance Report & Audit**	\$ _____	\$ _____	\$ _____
Police Pension Audit	\$ _____	\$ _____	\$ _____
Fire Pension Audit	\$ _____	\$ _____	\$ _____
 Total	\$ _____	\$ _____	\$ _____
 Optional Services			
CAFR Preparation	\$ _____	\$ _____	\$ _____
Illinois Comptroller's Annual Financial Rept.	\$ _____	\$ _____	\$ _____

**\*\* if necessary**

FIRM SUBMITTING PROPOSAL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CITY OF BERWYN, ILLINOIS  
DISCLOSURE OF BENEFICIARIES**

In compliance with City of Berwyn Purchasing Procedures requiring the disclosure of certain interests by persons applying for permits, licenses, approval, or benefits from the City of Berwyn:

1. Applicant: \_\_\_\_\_  
Name

\_\_\_\_\_ Address  
Federal Tax ID# \_\_\_\_\_

2. Nature of Transaction Sought; for example, license permit approval or sale of products, services, or miscellaneous (explain miscellaneous):

\_\_\_\_\_

3. Nature of Applicant: (Please check one)

- a. Natural Person: \_\_\_\_\_
- b. Corporation: \_\_\_\_\_
- c. Land Trust/Trustee: \_\_\_\_\_
- d. Trust/Trustee: \_\_\_\_\_
- e. Partnership: \_\_\_\_\_
- f. Joint Venture: \_\_\_\_\_

4. If applicant is an entity other than described in Section 3, briefly state the nature and characteristics of the applicant:

\_\_\_\_\_

5. If in your answer to Section 3 you have checked Box b, c, d, or e, identify by name and address each person or entity who is a 7.5 percent shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses, or right to control such entity.

	Name	Address	Interest
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

6. Name, address, and capacity of person making this disclosure on behalf of the applicant:

\_\_\_\_\_

**IMPORTANT NOTE:** In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each such entity.

**VERIFICATION**

I, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

By: \_\_\_\_\_  
(Authorized Signature and Title)

Subscribed and sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public