



**Siuslaw Public Library District:
RFP - Municipal Auditing Services**

The Siuslaw Public Library District ("District"), a local government headquartered in Florence, Oregon, is soliciting proposals from qualified accounting firms to audit the District's financial statements. The District is seeking a new auditor to replace an accounting firm that will cease offering municipal audits at the end of the year. The selected firm will audit the District's financial statements for the fiscal year ending June 30, 2025, with the option of auditing the District's financial statements for the four (4) subsequent fiscal years, ending on June 30, 2029.

Proposals must be received no later than 5 p.m. PST on Friday, January 24, 2025 to be considered.

Proposals:

Please limit your response to this RFP to three (3) pages, plus any relevant attachments.

Proposals should contain:

1. Evidence of licensure by the Oregon Board of Accountancy to conduct municipal audits.
2. Experience of your firm in conducting municipal audits.
3. A list of local governments served by your firm that may be contacted by the District.
4. Your proposed staff assignments and availability to complete the audit on a timely basis.
 1. Participation of senior audit personnel assigned to the engagement.
 2. Frequency of contact with District personnel.
 3. Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history: what assurances can you provide the District regarding the assignment of your permanent personnel to the engagement?
6. Outline your steps in a typical municipal audit, including timeline.
7. An example of a recent audit prepared by your firm.
8. The fee proposal to conduct the basic audit function, along with a fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the District Director. This disclosure should include an estimate of the increased fees and the reason for the increase.
9. Detail of any additional expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Responding firms agree to:

1. Complete a standard municipal audit of the District's financial statements that conforms with Oregon Revised Statute and is filed by the annual December 31 deadline.
2. Deliver up to seven (7) printed and bound copies of the annual report along with an electronic version of the report.
3. Present the final audit and findings to the District Board of Directors at a public meeting.

Proposals must be received via email at meg@siuslawlibrary.org no later than 5 p.m., PST on Friday, January 24, 2025.

About the District:

The Siuslaw Public Library District serves approximately 20,000 people in western Lane County, with a primary location in Florence, and an annual budget of ~\$1.8 million. The District is governed by five elected officials with daily operations overseen by a library director. A local accounting firm does monthly reconciliations of the District's checking and money market account, and also oversees payroll and quarterly and annual tax filings on behalf of the District. The District utilizes QuickBooks Online for daily bookkeeping. The District has been audited by Chris Mahr + Associates, LLC since 2014, and has always received an unqualified audit opinion. The District does not currently carry any debt, or contract with the state or federal government, and is not in arrears on any financial statements or filings.

Interested firms are invited to review the District's most recently completed audits and published budgets online at www.SiuslawLibrary.info/finances. Additional questions and correspondence can be sent in writing to Siuslaw Public Library Director Meg Spencer at meg@siuslawlibrary.org.

The final decision of the selection of the firm to conduct the audit will be made by the District's Board of Directors. The final agreement will be in the form of a written contract following the standard agreement form used by accounting firms conducting municipal audits. The District intends to award a Personal Services Agreement to the respondent whose proposal provides the best value for the District. The District reserves the right to reject any or all proposals, or to cancel this solicitation, if it is in the District's best interest to do so. The District and the selected proposer, if any, may negotiate the contract terms, including, but not limited to, delivery schedule and price terms. The District reserves the right to terminate negotiations at any time prior to entering into the final Agreement. All proposals must comply with Oregon Revised Statutes.