

REQUEST FOR PROPOSAL

ANNUAL AUDIT SERVICES

NOTICE OF PROPOSAL

Plymouth District Library is issuing a request for proposal (RFP) for the financial audit of the library's financial statements, and if necessary, an audit in accordance with the Single Audit Act. The contract period is for Fiscal Years 2025-2027 with the option of two additional years.

CONTACT: Shauna Anderson, Library Director
734-453-0750 ext. 218
sanderson@plymouthlibrary.org

DUE DATE: Friday, October 10, 2025 at 10am (electronic submission only)
Proposals received after this time will not be considered.

Proposals will be publicly opened, read aloud, and tabulated beginning at 10am on Friday, October 10, 2025.

TABLE OF CONTENTS

- I. Nature of Service Required
 - a. General
 - b. Scope of Work
 - c. Auditing and Other Fiscal Standards to be Followed
 - d. Preparing of the Reports/Reports to be Issued
 - e. Due Dates for Reports to be Issued
 - f. Fiscal Year End Considerations
 - g. Working Paper Retention and Access to Working Papers
- II. Description of the Government
 - a. Name of Contact Person, Certain Key Personnel
 - b. Background Information
 - c. Budgetary Basis of Accounting
 - d. Federal Financial Assistance
 - e. Pension Plans and Other Post-Employment Benefits
- III. Time Requirements
 - a. Proposal Calendar
 - b. Audit Calendar
- IV. Assistance to be Provided to the Auditor and Report Preparation
 - a. Statements & Schedules to be Prepared by PDL Staff
 - b. Information Technology Assistance
- V. Proposal Requirements
 - a. General Requirements
 - i. Inquiries
 - ii. Costs of Preparing the Proposals
 - b. Submission of Proposal
 - c. Technical Portion of Proposal
 - i. General Requirements
 - ii. Independence
 - iii. License to Practice in Michigan
 - iv. Firm Qualifications and Experience
 - v. Partner, Supervisory and Staff Qualifications and Experience
 - vi. Similar Engagements with Other Governmental Entities
 - vii. Specific Audit Approach
 - viii. Identification of Anticipated Potential Audit Problems
 - d. Cost Portion of Proposal
 - i. Total All-Inclusive Maximum Price Per Year
 - ii. Manner of Payment
- VI. Evaluation Process

- a. Review of Proposals
- b. Evaluation Criteria
 - i. Mandatory Elements
 - ii. Technical Quality
 - iii. Price
- c. Oral Presentation

Appendix

- A. Schedule of Maximum Estimated Hours, Schedules of Maximum Fees & Schedule of Hourly Rates
- B. Proposal Evaluation Worksheet

NATURE OF SERVICES REQUIRED

GENERAL

Plymouth District Library is requesting proposals from qualified firms of certified public accountants to perform the annual financial audit of the Plymouth District Library. A three-year contract is to be awarded (with the possibility of two one year extensions), subject to the annual review and recommendation of Board.

SCOPE OF WORK

The Plymouth District Library desires a firm to present an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principles.

AUDITING AND OTHER FISCAL STANDARDS TO BE FOLLOWED

To meet the requirements of this request for proposals, the accounting duties and audit shall be performed in accordance with generally accepted auditing standards as set forth by:

- The American Institute of Certified Public Accountants
- The U.S. Government Accountability Office's Government Auditing Standards (2024 revision effective for financial audits for periods beginning on/after December 15, 2025 – early adoption permitted)
- Provisions of U.S. Office of Management and Budget (OMB) Uniform Grant Guidance
- The State of Michigan Department of Treasury
- Any applicable Michigan Public Acts

PREPARING OF THE REPORTS TO BE ISSUED

Plymouth District Library's current auditors are responsible for:

- Preparing and printing the actual financial statements. While management is ultimately responsible for the contents of both the Financial Statements and the MD&A, the auditor is responsible for preparing the Financial Statement document and final submission to the State of Michigan and any other applicable state or federal agency.
- Communicating in the Management Letter to Plymouth District Library Administration and the Board of Trustees any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

- Immediately reporting, in writing, all irregularities, fraud and illegal acts or indications of illegal acts of which they become aware to the Board of Trustees.

Plymouth District Library staff will provide:

- Remote digital access to the General Ledger
- Access to applicable files requested by the auditor
- MD&A content preparation
- Support for confirmations requested by the auditor

DUE DATES FOR REPORTS TO BE ISSUED

The Financial Statements and all other reports are to be issued and appropriately filed with Treasury no later than June 30, as well as any FAC filing support in the event a Single Audit becomes applicable. We prefer to present the Audited Financial Statements at the May meeting of the PDL Board of Trustees, which occurs annually on the third Tuesday in May.

FISCAL YEAR END CONSIDERATIONS

The Plymouth District Library's fiscal year runs from January 1 through December 31.

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 5 years, unless the firm is notified in writing by Plymouth District Library of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- Plymouth District Library
- Parties designated by the federal or state governments or by Plymouth District Library 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.

DESCRIPTION OF THE GOVERNMENT

NAME OF CONTACT PERSON/ CERTAIN KEY PERSONNEL

The auditor's principal contact with Plymouth District Library will be Shauna Anderson, Library Director or a designated representative who will coordinate the assistance to be provided by Plymouth District Library.

BACKGROUND INFORMATION

Plymouth District Library is located in the southeast region of Michigan's Lower Peninsula, approximately 40 miles west of Detroit. It is the sixth largest District Library in the State.

BUDGETARY BASIS OF ACCOUNTING

Plymouth District Library prepares its budget on a basis consistent with generally accepted accounting principles.

FEDERAL FINANCIAL ASSISTANCE

During the fiscal year to be audited, the Plymouth District Library does not expect to expend greater than \$1,000,000 of federal funding.

PENSION PLANS AND OTHER POST-EMPLOYMENT BENEFITS

The Plymouth District Library oversees a closed Defined Benefit pension plan through MERS, an open Defined Contribution 457 plan through Nationwide, and a VEBA trust fund through Alerus (with actuarial reports conducted by Watkins-Ross).

TIME REQUIREMENTS

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 Issued	September 4, 2025
Proposals Due	October 10, 2025 at 10:00 a.m.
Selected Firm Notified	October 22, 2025

AUDIT TIMELINE

An audit calendar shall be developed annually by Plymouth District Library and the auditor, cooperatively.

ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

STATEMENTS AND SCHEDULES TO BE PREPARED BY PLYMOUTH DISTRICT LIBRARY FISCAL STAFF

The fiscal staff from the Library, will prepare schedules for the auditors as requested. The fiscal staff and responsible management personnel from the above departments will be available during the audit to assist the firm by providing information, documentation, and explanations.

INFORMATION TECHNOLOGY ASSISTANCE

IT staff will be available to assist the auditor during the audit. IT personnel will also be available to provide systems documentation and explanations.

PROPOSAL REQUIREMENTS

GENERAL REQUIREMENTS

Inquiries concerning the request for proposals must be made to:

Shauna Anderson, Library Director
734-453-0750 ext. 218
sanderson@plymouthlibrary.org

COSTS OF PREPARING THE PROPOSAL

Plymouth District Library will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

SUBMISSION OF PROPOSAL

Plymouth District Library 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 Plymouth District Library and the firm selected.

The proposal is required to be received by electronic submission via email at sanderson@plymouthlibrary.org by 10am on October 10, 2025 for a proposing firm to be considered.

The written proposal to include the following:

1. Title Page: Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
2. Table of Contents
3. Transmittal Letter: A signed letter of transmittal shall be included briefly stating:
 - a. the proposer's understanding of the work to be done,
 - b. the commitment to perform the work within the time period,
 - c. a statement why the firm believes itself to be best qualified to perform the engagement,
 - d. a statement that the proposal is a firm and irrevocable offer for 90 days,
 - e. certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Plymouth District Library.
4. Detailed Proposal: The detailed proposal should include information outlined below.

TECHNICAL PORTION OF PROPOSAL

General Requirements

The purpose of the technical portion of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to perform an independent audit of Plymouth District Library. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical portion of 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.

The technical portion of the proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 9, must be included. They represent the criteria by which the proposal will be evaluated.

Independence

The firm should provide an affirmative statement that it is independent of the Plymouth District Library and all of its component units as defined by generally accepted auditing standards issued by the Comptroller General of the United States.

The firm should also list and describe the firm's professional relationships involving Plymouth District 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.

In addition, the firm shall give Plymouth District Library written notice of any professional relationships entered into during the period of this agreement.

License to Practice in Michigan

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

Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental auditing, accounting and consulting 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.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

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 Michigan. Provide information on the government auditing experience of each person.

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.

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

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 years that are similar to the engagement described in this request for proposal.

These engagements should be ranked on the basis of total staff hours. Indicate the scope of work of the government entity, date and/or period covered, general fund expenditures (excluding interfund/transfers out), engagement partners, total hours, and the name and telephone number of the principal client contact.

Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section I of this request for proposal.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Extent to which statistical sampling is to be used in the engagement
- d. Extent of use of technology in the engagement

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 Plymouth District Library.

COST PORTION OF PROPOSAL (APPENDIX A)

Total All-Inclusive Maximum Price per Year

This section of the proposal should contain the total maximum pricing information relative to performing the auditing, accounting, and consulting engagements as described in this request for proposal. The total all-inclusive maximum price per year to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

Manner of Payment

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 firm's proposal. Interim billings shall cover a period of not less than a calendar month. The final payment will be withheld pending delivery of the firm's final reports.

EVALUATION PROCESS

REVIEW OF PROPOSALS

Proposals submitted will be evaluated by the Plymouth District Library and/or representatives of the Library.

During the proposal evaluation process, the Plymouth District Library reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

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. The Proposal Evaluation Worksheet is included as Appendix B.

Mandatory Elements

- a. The audit firm is independent and licensed to practice in Michigan.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Plymouth District Library

c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

Technical Quality: (Maximum Points -75)

The maximum score in each category will be assigned to the qualified firm with the strongest experience as described in the proposal. The other qualifying firms will be given a fraction of the maximum points at the discretion of the selection committee.

a. Expertise and Experience (Maximum Points -50)

- I. The firm's past experience and performance on comparable government engagements (Maximum Points -30).
- II. 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 (Maximum Points -15)
- III. Firm's involvement in developing government accounting and auditing policies/standards (Maximum Points -5)

b. Audit Approach (Maximum Points -25)

- I. Adequacy of proposed staffing plan for various segments of the engagement (Maximum Points -15)
- II. Adequacy of sampling techniques (Maximum Points -5)
- III. Adequacy of analytical procedures (Maximum Points -5)

Price: (Maximum Points -25)

The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers. Cost will not be the primary factor in the selection of an audit firm.

ORAL PRESENTATIONS

During the evaluation process, Plymouth District Library administrative staff or library trustees may, at their discretion, request anyone or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions staff or the board may have on a firm's proposal. Not all firms may be asked to make such oral presentations. Oral presentations must be attended by the partner, manager and senior staff member assigned to the audit.

APPENDIX A

TOTAL AND ADDITIONAL FEES FOR THE ANNUAL AUDIT

List the MAXIMUM ESTIMATED HOURS by professional classification for each of the years below:

Year-End	Partners	Managers	Supervisory Staff	Staff	Maximum Estimated Hours
2025					
2026					
2027					
2028 (optional)					
2029 (optional)					

List the TOTAL ALL-INCLUSIVE MAXIMUM FEE for each year below:

Year-End	Total All-Inclusive Maximum Fee
2025	
2026	
2027	
2028 (optional)	
2029 (optional)	

List the HOURLY RATE by professional classification for each of the years below:

Year-End	Partners	Managers	Supervisory Staff	Staff
2025				
2026				
2027				
2028 (optional)				
2029 (optional)				

APPENDIX B

PROPOSAL EVALUATION WORKSHEET

TECHNICAL QUALITY	
The firm's past experience and performance on comparable government engagements (max 30 points)	
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 (max 15 points)	
Firm's involvement in developing government accounting and auditing policies/standards (max 5 points)	
AUDIT APPROACH	
Adequacy of proposed staffing plan for various segments of the engagement (max 15 points)	
Adequacy of sampling techniques (max 5 points)	
Adequacy of analytical procedures (max 5 points)	
COST EVALUATION	
Adequacy of the proposed costs (max 25 points)	
TOTAL (max 100 points)	