



West Georgia Regional Library System

REQUEST FOR PROPOSAL WGRLS THIRD-PARTY ACCOUNTING SERVICES Carrollton, Georgia

The West Georgia Regional Library System Board of Trustees is soliciting sealed proposals for third-party accounting services . Proposals will be received by the West Georgia Regional Library System Board of Trustees in the upstairs conference room, located at the West Georgia Regional Library System Administrative Building at 124 W. Chandler Street, Carrollton, Georgia 30117, until 11:00 a.m., local time, on Thursday, August 29th, 2024 and then at said office publicly opened and the proposal price read aloud.

Project consists of third-party accounting to the WGRLS Regional Office located at 124 W. Chandler St., Carrollton, GA 30117. The scope of work is defined in the document “Proposed Third-Party Accounting Services. ”

Background of WGRLS: WGRLS is a 19 branch public library which began in 1944. We serve approximately 500,000 taxpayers in Carroll, Douglas, Haralson, Heard, and Paulding Counties. Annual revenues are between \$3 million and \$4 million per year, and the organization employs 50 people. The organization has a June 30 fiscal year end, with a requirement to provide an approved audit to the state by March 30 of the following year.

Your Response to This Request for Proposal: In responding to this request, we request the following information:

1. Detail your firm’s experience in providing auditing and tax services to public libraries and/or companies in the not for profit sector, as well as associations of a comparable size to WGRLS.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.

4. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).

5. Detail your experience and familiarity with Sage Intacct software.

6. Identify the partner, manager, and in charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people. Indicate degrees, certifications, licenses, etc. for relevant personnel.

7. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and financial committees of the board.

8. Set forth your fee proposal for a 12 month period using the included Proposed Third-Party Accounting Services spreadsheet. Please also provide a 36 month (3 year) fee proposal if the 1st, 2nd and/or 3rd year annual amounts would differ from the initial 12 month period amount.

9. Furnish standard billing rates for classes of professional personnel for each of the last three years.

10. Provide the names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.

11. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our third-party accountant is the best decision we could make.

12. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

Evaluation of Proposals: WGRLS evaluate proposals on a qualitative and quantitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Proposals shall be evaluated by the West Georgia Regional Library System based on the following criteria:

1. Total Proposal Amount – 50 points (maximum) - Amount of proposal as well as accuracy of estimate will be taken into account. Lowest proposal is not automatically maximum points. Alternates will be taken into account.
2. Experience & References - 50 points (maximum) - Experience of similar size and scope, interviews with personnel, references, etc.

Based on the criteria above, all scores will be added up for a maximum score of 100. The Vendor with the highest total score will be selected for the project.

The West Georgia Regional Library System reserves the right to reject any and all Proposals, in whole or in part, with or without cause, and to waive informalities, technicalities or irregularities in the Proposals or the Contract Documents.

The West Georgia Regional Library System, in its sole discretion, reserves the right to select the Proposer that it deems most advantageous to the West Georgia Regional Library System.

All proposals shall be delivered to Stephen Houser, with the West Georgia Regional Library System at (770) 830-2233 ext.1010, address of 124 W. Chandler St. Carrollton, GA 30117, by the time and date specified above. Proposals shall include an E-verify affidavit, provided. Proposals shall be submitted in triplicate, sealed and mailed or delivered to be received, no later than the above time and date.

Each Proposal shall be submitted in a sealed envelope with the Contractor's name on the outside of the envelope. The envelope shall clearly state "Sealed Proposal for WGRLS Third-Party Accounting Services."

Main Contact:

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