



Request for Proposals for Accounting Services Consultant

FROM: Zaida Torres, Director of Finance

DATE: November 16, 2021

SUBJECT: Request for Proposal

REQUEST FOR PROPOSALS FOR Accounting Services Consultant for the period starting December 9, 2021.

The **Village of Antioch, Illinois** (“the Village”) is soliciting proposals from qualified firms of certified public accountants to provide specific accounting services.

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in the RFP. **Please email completed proposals to: Ztorres@antioch.il.gov no later than 12:00 PM on Wednesday, November 24, 2021.**

Thank you for taking the time to respond to our request for proposal. All questions and correspondence should be directed to Zaida Torres and emailed to the address above.

Zaida Torres
Director of Finance

Section I - Introduction

You are invited to submit a proposal to furnish independent accounting services to the Village of Antioch beginning December 9, 2021. The contract will be for a 1-year period and reviewed annually for extensions.

To be considered, a proposal must be received via email in Adobe Acrobat PDF or Microsoft Word format no later than 12:00pm on November 24, 2021, at the following email address:

Ztorres@antioch.il.gov.

Questions regarding this proposal should be directed via email to Zaida Torres, Director of Finance at: Ztorres@antioch.il.gov.

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

Proposals will be evaluated, and a recommendation will be made to the Village Board by the Village Administrator and Director of Finance. To be considered, the proposal must be received by the Finance Director no later than 12:00pm on November 24, 2021. The Village reserves the right to reject any or all proposals submitted.

Section II - Description of Entity

The Village of Antioch, Illinois is a non-home rule community governed by a Mayor-Trustee form of government. The 8.23 square mile village was incorporated in 1892 and is located in the northwest corner of Lake County.

A priority for the Village is to maintain its early 19th century downtown charm, which includes a live playhouse, art gallery, the Pickard China Museum and antique dealers. The Village provides a full range of services to its 14,420 residents. Antioch's public safety activities include police and fire protection services. Fire safety is provided by a combined Antioch Fire Department and Antioch Fire District. Culture and recreational activities include a Senior Center, a band shell, pool, recreational and sport parks, bike trails, a wetland preserve, and many community special events. Public Works provides street and right-of-way maintenance and construction, as well as building and park maintenance. Water service, sanitary sewer service and a sanitation treatment plant are functions which are included in the Water and Sewer enterprise fund.

The Village is also accountable for various community projects, which are blended into the Village's departmental program budgets. These include the accumulation of donations for the maintenance of a Wetland area and a cooperative effort with the Township to develop a sport and open space park. In addition, the Village is accountable for the Antioch Police Pension Fund, managed by a legally separate Board, and two Special Service Areas which are administered by independent Trustees.

Finance Department

The Finance division of the Village is comprised of the Director of Finance, Senior Accountant (vacant position), a Utility Billing Clerk, an Accounts Payable Clerk, and Finance Clerk.

Village Board & Police Pension Fund Board

The Mayor was elected in April 2021 and serves for 4 years. The Board of Trustees consists of 6 elected officials serving 4-year staggered terms. The Village has an appointed Village Clerk, and the Director of Finance is appointed as the Village Treasurer.

The Village of Antioch Police Pension Fund has 5 members, two are elected from the active members, one is elected from the retired members, and two are appointed by the Mayor. The Finance Director is the Treasurer of the Pension Fund.

The annual budget is adopted in April of each year, effective May 1 of the upcoming fiscal year, and operates under the Appropriation Ordinance. For the past fifteen years, the Village has been awarded the GFOA Certificate of Achievement for its ACFR and received the Distinguished Budget Award for fiscal 2008. Copies of the ACFR, management letters, and budgets are available for review at the Village Hall or at www.antioch.il.gov/finance.cfm.

Section III – Scope of work to be performed

The firm selected will be responsible for providing the following services for a period of one year with an option to extend the contract for one-year contract periods. Services that may be required from the contractor include:

1. Payroll - (Biweekly)

- a. Import the PD timesheets.
- b. Manually enter paid time off.
- c. Enter the deferred compensation contributions.

Estimated number of timesheets currently being processed is 87. Processing averages from 2-3 hours.

2. Monthly Accounting and Reporting

- a. 15 bank reconciliations (including all pension accounts).
- b. Review payroll entries.
- c. Prepare the monthly Treasurer's Report.

3. Other

- a. Accounting firm must train additional staff member(s) to ensure timely and consistent services when one of the firm's staff is on vacation, leave, etc.
Provide additional services or projects needed at the direction of the Director of Finance.

4. Pre-audit

- a. Prepare all audit documents in a timely manner to Village auditors.
- b. Prepare all necessary adjusting journal entries and year end entries.
- c. Capital Assets reconciliation.
- d. Prepare schedules requested by the auditors as well as any other audit process support.
- e. Reconcile all balance sheet accounts.

- f. Other pre-audit requests as needed.

IV. Proposal Requirements

The following must be received by the proposal due date, or the firm will not be considered:

- a. Title Page - The title page shall show the proposal subject, the firm's name, address, contact person, and federal identification number.
- b. Transmittal Letter - The cover letter should briefly state the proposer's understanding of the work to be performed, commitment to perform the work and statements as to why the proposer believes that their Firm is the best qualified firm to perform the engagement.
- c. Profile of Firm.
- d. Services to be provided.
- e. Service Fees and staffing level.
- f. Your team and Team Bio.
- g. Value Client References.

LIST OF VENDORS:

Eder, Casella & Co.
Suite 203
5400 West Elm Street
McHenry, Illinois 60050
Fax: 815-344-1320
Email: cjuergensen@edercasella.com

Wolf & Company LLP
Suite 500
1901 South Meyers Road
Oakbrook Terrace, Illinois 60181
Fax: 630-545-4500
Email: wolffinancialgroup.com

Evoy, Kamschulte, Jacobs & Co. LLP
2122 Yeoman Street
Zion, Illinois 60087
Email: admin@ekjllp.com

Baker Tilly
Suite 400
1301 West 22nd Street
Oak Brook, Illinois 60523
Email: Alec.Abbott@bakertilly.com