



# Request for Proposal

Proposals due:  
August 30, 2018  
5:00 PM EST

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1601 Darby Road, Havertown, PA 19083

[director@haverfordlibrary.org](mailto:director@haverfordlibrary.org)

[www.haverfordlibrary.org](http://www.haverfordlibrary.org)

## **Announcement**

Haverford Township Free Library (HTFL) is requesting proposals from CPA firms that have extensive experience in providing audit and tax services for nonprofit organizations. We invite CPA firms to submit a proposal in the form of seven paper copies, and one digital copy (PDF) to **Sukrit Goswami** at [director@haverfordlibrary.org](mailto:director@haverfordlibrary.org) and **Haverford Township Free Library, 1601 Darby Road, Havertown, PA 19083** by August 30, 2018 for consideration. A description of our organization, services needed, and other pertinent information follows.

## **About Haverford Township Free Library**

The Haverford Township Free Library Association incorporated in 1935 is a 501(c)(3) nonprofit organization located at 1601 Darby Road, Havertown, PA 19083.

Serving on average 182,000 visitors a year, HTFL strives to enhance and enrich the lives of the Township we call home. We do this through teen and adult programming such as Harry Potter Birthday Bash and our Cookbook Club, as well as our Sounds of Summer musical programs. For children, examples of our programming include perennial favorites, Sciencetellers and Pajama Storytime. In 2017, 24,206 adults, teens, and children attended a total of 873 programs such as these, and many more. The seven-member Board of Trustees and forty employees of the Library strive daily “To provide residents of the Township of Haverford with exemplary access to the broadest possible range of resources, programs and services” (part of the HTFL Mission Statement), and to remain a dynamic community hub for lifelong learning, creativity and culture now and into the future.

HTFL receives funding from the following sources: Township of Haverford, Commonwealth of Pennsylvania, Delaware County, Contributions, Fundraising, Grants, Investment Earnings and Fees. A copy of our most recent audited financial statement and tax return is available upon request.

## **Services to be Performed**

Your proposal is expected to cover the following services:

1. Annual audit of the financial statements for the year ending 2018.
2. Meetings with the Finance Committee and/or Board of Trustees, as necessary.
3. Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency.
4. Preparation of federal and state information returns for the Haverford Township Free Library.

## **Relationship with prior CPA Firm**

These services have been provided by Rainer & Company for the past fifteen years. HTFL management is exploring new CPA firms in accordance with best practices. In preparing your proposal, be advised that the management will give permission to contact the prior auditors.

## **Timeframe**

The following is the anticipated timeframe for the services to be provided:

Planning and interim testing - December 14, 2018

Meet with the Director/Finance Committee to discuss the audit plan - January 10, 2019

Receive a list of provided documents and requests - January 10, 2019

Begin fieldwork (approximately eight weeks) - February 4, 2019

Financial statement draft for management review – April 1, 2019

Presentation of draft audit report and comments to the Finance Committee – April 11, 2019

Issue final audit report (twelve bound copies) – May 1, 2019

Provide Form 990 draft information returns for management review- Preferably April 1, 2019

Provide Form 990 draft information returns for Board review – Preferably April 12, 2019

File Form 990 final information returns – Preferably May 15, 2019

## **Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, Haverford Township Free Library requires that all responses to the RFP be organized in the manner and format described below:

### **A. Executive Summary**

Describe your understanding of the work to be performed, the estimated fees, and your firm's ability to perform the work within the time frame provided.

### **B. Service Approach and Timeline**

Describe how your firm will approach the proposed services including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from Haverford Township Free Library. Discuss the firm's use of technology. Discuss the communication process used by the firm to discuss issues with management and the Board, and the expected timeline.

### **C. Professional Experience**

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications with serving nonprofit organizations with a similar size and operation. Describe your firm's resources devoted to nonprofit organizations and provide copies of newsletters or other resource materials addressing issues relevant to nonprofit organizations. Discuss the firm's independence with respect to HTFL. Include

a list of the relevant nonprofit clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

**D. Team Qualifications**

Identify the specific partners and managers who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

**E. Fees**

Please provide a firm estimate of fees for the services to be provided. It has been HTFL's practice for management to negotiate a fee for services each year prior to such services being rendered. Given that the time required in the first year will be more substantial than subsequent years, please feel free to include the fees for subsequent years if there is a significant differential in cost from year one as well as provide any guarantees that can be made regarding increases in future years. Additionally, if the pricing may be impacted by the timing of the audit please provide alternative pricing.

**G. Additional Questions/ Information**

Include a copy of your firm's most recent Peer Review report, the related letters of comments, and the firm's response to the letters of comments.

Lost clients – please provide a list of the last five NFP clients lost and the reason for their departure.

Please speak to your independence as it relates to Haverford Township Free Library.

Please speak to your commitment of staff continuity.

Please speak to which offices will be serving HTFL and how your firm handles the coordination.

Describe your firm's capabilities and commitment to provide tax, information systems consulting and other management services to nonprofit organizations. Identify any that are unique in this field.

Furnish current standard billing rates for classes of professional personnel for each of the last three years, including an expense policy describing how incidental costs (for example, travel and mileage) are billed.

Describe how you bill for questions on technical matters that may arise throughout the year.

Please speak to your commitment to diversity.

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

**Proposal Timetable**

RFP distributed – July 30, 2018

Seven copies of written proposals, and an electronic copy due to Haverford Township Free Library – August 30, 2018

Management contacts finalists to schedule presentations – September 5, 2018

Finalists make presentations to the Finance Committee - September 13, 2018

CPA firm selected and notified – September 20, 2018

**Evaluation of Proposals**

While price is an important factor, Haverford Township Free Library will evaluate proposals on price and the following criteria:

- Prior experience auditing similar organizations
- Qualifications of staff to be assigned to the engagement
- CPA firm's understanding of work to be performed
- References
- Completeness and timeliness of the proposal