

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING SERVICES

Pikes Peak Library District
20 N. Cascade Ave
Colorado Springs, CO 80903

REQUEST FOR PROPOSAL DATE: December 18, 2019

PROPOSALS DUE NLT: 3:00 pm, January 13, 2020

RFP # 530-19-01

TABLE OF CONTENTS

I.	INTRODUCTION		
	A.	General Information	4
	B.	Term of Engagement	4
	C.	Expenses	4
	D.	Non-Discrimination	4
	E.	Governing Law	4
	F.	Confidentiality	4
	G.	Termination of Contract	5
	H.	Non-Appropriation	5
II.	DESCRIPTION OF THE GOVERNMENT		
	A.	Principle Contact	5
	B.	Background Information	5
	C.	Fund Structure	6
	D.	Budgetary Basis of Accounting	6
	E.	Pension Plans	6
	F.	Component Units	6
	G.	Magnitude of Finance Operations	6
	H.	Electronic Resources	6
	I.	Availability of Prior Reports and Working Papers	6
III.	SCOPE OF WORK		
	A.	Auditing Standards to be Followed	7
	B.	Reports to be Issued	7
	C.	Pikes Peak Library District and Pikes Peak Library District Foundation Financial Statements	7
	D.	Working Paper Retention and Access to Working Papers	8
IV.	TIME REQUIREMENTS		
	A.	Proposal Calendar	8
	B.	Schedule for the 2019 Fiscal Year Audit	8
		1. Detailed Audit Plan & List of Schedules Required	
		2. Fieldwork	
		3. Draft Report(s)	
		4. Final Report	
V.	ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION		
	A.	Finance Department and Clerical Assistance	9
	B.	Work Area, Telephone, Photocopying and FAX Machines	9
	C.	Report Preparation	9
VI.	PROPOSAL REQUIREMENTS		
	A.	General Requirements	
		1. Inquiries	9
		2. Submission of Proposal	9
	B.	Technical Proposal	
		1. General Requirements	10
		2. Independence	10

3.	License to Practice in Colorado	10
4.	Firm Qualifications and Experience	10
5.	Partner, Supervisory and Staff Qualifications and Experience	11
6.	Prior Engagements with PPLD	11
7.	Similar Engagements with Other Government Entities	12
8.	Specific Audit Approach	12
9.	Identification of Anticipated Potential Audit Problems	12
10.	Report Format	12
11.	Dollar Cost Bid	
	a) Total All-Inclusive Maximum Price	13
	b) Rates by Partner, Specialist, Supervisory and Staff Level Personnel Times Hours Anticipated for Each	
	c) Out-of-pocket Expenses in the Total All-inclusive Maximum Price and Reimbursement Rates	
	d) Rates for Additional Professional Services	
	e) Manner of Payment	
12.	Other Services Offered to PPLD Officers, Management and Staff	14

VII. SELECTION

A.	Review of Proposals	14
B.	Right to Reject Proposals	14

APPENDICES

A.	Proposer Guarantees & Warranties	15-16
B.	Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price—Pikes Peak Library District	17-18
C.	Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price—Pikes Peak Library District Foundation	19-20

I. INTRODUCTION

A. General Information

The Pikes Peak Library District (PPLD) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2019, with the option of renewing the engagement for the audit for each of the four subsequent fiscal years. The firm will perform these audits in accordance with generally accepted auditing standards.

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

To be considered, you must meet the qualifications and scheduled dates as outlined in this RFP package. Please submit your Technical Proposal and dollar cost bid to arrive no later than 3:00 p.m. on Monday, January 13, 2020 to:

**Tatiana Zonte, Accountant
Pikes Peak Library District
1175 Chapel Hills Dr.
Colorado Springs, CO 80920**

and an electronic copy to bids@ppld.org .

Late or incomplete proposals will not be considered. PPLD reserves the right to reject any or all proposals and to select the firm that, at the sole discretion of PPLD, best satisfies its overall needs.

B. Term of Engagement

A five-year contract is contemplated, subject to the annual review and recommendation of the Internal Affairs Committee, the satisfactory negotiation of terms (including a price acceptable to both PPLD and the selected firm), the concurrence of the Board of Trustees and the annual availability of an appropriation.

C. Expenses

PPLD assumes no liability for payment of expenses incurred by vendors in the preparation and submission of proposals in response to this invitation.

D. Non-Discrimination

The vendor agrees not to refuse to hire, discharge, promote, or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

E. Governing Law

The laws of the State of Colorado shall govern any contract executed between the successful vendor and PPLD. Further, the place of performance and transaction of business shall be deemed to be in the County of El Paso, State of Colorado, and in the event of litigation, the exclusive venue and place of jurisdiction shall be El Paso County in the State of Colorado.

F. Confidentiality

Proposal submitted to PPLD for consideration shall be subject to Colorado Open Record Law, Section 24-72-201, et seq., C.R.S., after award is made.

G. Termination of Contract

PPLD may, by written notice to the successful vendor, terminate the contract if the vendor has failed to perform its service in a manner satisfactory to PPLD per specifications defined in the contract and/or RFP. The date of termination shall be stated in the notice. PPLD may cancel the contract upon thirty days written notice for any reason other than cause. This may include, but is not limited to, PPLD's inability to continue with the contract due to the elimination or reduction in funding.

H. Non-Appropriation

PPLD presently intends to carry out and perform all of the terms and conditions of an awarded contract, and reasonably believes that funds in amounts sufficient to pay all amounts payable hereunder can legally be provided and made available for that purpose, and PPLD shall include in its annual budget request amounts sufficient to pay all sums payable pursuant to an awarded contract. Notwithstanding the foregoing, the parties hereto recognize that it is possible that in any given fiscal year of PPLD, funds might not be available. PPLD shall advise vendor of its intention to cancel the awarded contract due to lack of funds on or before the end of any such calendar year and submit therewith to vendor satisfactory evidence showing PPLD's inability to obtain the required revenues for the coming calendar year. Upon such cancellation PPLD shall be released from all further liability under any awarded contract. The right granted to PPLD by this provision may only be exercised for the express reason stated and for no other reason.

II. DESCRIPTION OF THE GOVERNMENT

A. Principle Contact

Michael E. Varnet, Chief Financial Officer (719-884-9700), or designee, will coordinate the assistance to be provided by PPLD to the auditor.

B. Background Information

PPLD was created through state statute (CRS 24-90-110). PPLD's Board of Trustees consists of seven members from the community. The citizen volunteers are appointed jointly by the Colorado Springs City Council and El Paso County Commissioners for a maximum of two five-year terms. The Trustees convene at regular meetings, as well as at special meetings when necessary, to conduct the business of the PPLD. Trustees are prohibited by law from receiving compensation, and their duties and responsibilities are defined by law (C.R.S. 24-90-109).

PPLD provides library services to all of El Paso County, excluding Widefield School District # 3. Security/Widefield and the town of Manitou Springs did not join PPLD when it was formed in 1962. The town of Manitou Springs subsequently voted to join PPLD effective January 1, 2013. PPLD has three regional facilities and 12 smaller facilities, and also offers outreach services through the use of two mobile libraries and one senior services van.

The PPLD's service area is approximately 2,070 square miles. The PPLD owns eight facilities: Calhan Library, East Library, Fountain Library, High Prairie Library, Library 21c, Old Colorado City Library, Penrose Library Campus, and Sand Creek Library. The PPLD leases the other seven facilities: Cheyenne Mountain Library, Manitou Springs Library, Monument Library, Palmer Lake Library, Rockrimmon Library, Ruth Holley Library, and Ute Pass Library. Additionally, a mobile fleet delivers Library services to remote sites and non-mobile populations.

More detailed information on the government and its finances can be found in the 2018

Comprehensive Annual Financial Report and the 2019 Budget on the web site:
<https://ppld.org/financial-reports>

C. Fund Structure

PPLD uses the following fund types and account groups in its financial reporting:

Fund Type/Account Group
 General fund
 Special revenue fund
 Capital projects fund
 Internal Service Fund
 Agency Fund

D. Budgetary Basis of Accounting

PPLD prepares its budgets on a basis consistent with GAAP.

E. Pension Plans

PPLD is a member of El Paso County Retirement Plan

F. Component Units

Pikes Peak Library District Foundation is defined as a component unit for financial reporting purposes. An audit report is requested for the Pikes Peak Library Foundation in the scope of the engagement. Please include appropriate pricing in the dollar cost bid.

G. Magnitude of Finance Operations

The finance department is headed by Michael Varnet, Chief Financial Officer, and consists of six employees. The employee positions are as follows:

Controller	1 FTE
Accountant	1 FTE
Payroll Specialist	1 FTE
Finance Specialist (AP)	1 FTE
Finance Specialist (AP)	1 FTE
Assistant	.75 FTE

H. Electronic Resources

<u>Make</u>	<u>Software Vendor</u>	<u>Major Applications</u>
MUNIS	Tyler Technologies	All financial, budgetary, payroll and human resources activities

I. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years audit reports and supporting working papers should contact Michael Varnet at 719-884-9700. PPLD will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals. The audit reports and management letters for the Pikes Peak Library District Foundation are also available upon request. There has not been any written management letter comments over the past 4 annual audits.

III. SCOPE OF WORK

PPLD is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending December 31, 2019, with the option to repeat the audit for each of the four subsequent fiscal years.

A. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1984 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments.

B. Reports To Be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.

PPLD also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor shall communicate in a letter to management any reportable conditions found during the audit. A reportable condition shall be defined as a control deficiency, significant deficiency or material weakness 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.

Reporting to the Internal Affairs Committee. Auditors shall inform the PPLD Internal Affairs Committee of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

C. Pikes Peak Library District and Pikes Peak Library District Foundation Financial Statements

The 2019 Comprehensive Annual Financial Report will be drafted by the staff of PPLD. It is anticipated that the auditor would prepare the financial statements draft on behalf of

the Pikes Peak Library District Foundation.

D. 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 five years, unless the firm is notified in writing by PPLD 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:

1. PPLD and Pikes Peak Library District Foundation
2. Parties designated by the federal or state governments or by PPLD as part of an audit quality review process
3. Auditors of entities of which PPLD is a sub-recipient of grant funds.

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.

IV. TIME REQUIREMENTS

A. Proposal Calendar:

Request for proposal issued	December 18, 2019
Last date to request information	January 6, 2020
Due date for proposals	January 13, 2020, 3:00 PM MST
Selected firm notified	January 28, 2020
Anticipated Contract Date	by February 1, 2020
Date Audit Commence	To be determined with auditors

B. Schedule for the 2019 Fiscal Year Audit (subject to PPLD business needs; PPLD will develop a similar time schedule for future audits if it exercises its option for additional audits).

The auditor is to complete each of the following no later than the dates indicated.

1. Detailed Audit Plan & List of Required Schedules February 28, 2020
2. Fieldwork Completed By May 22, 2020
3. Draft Reports June 10, 2020

The auditor shall have drafts of the audit report[s] and recommendations to management available for review by the Internal Affairs Committee, the Chief Librarian/CEO and the Chief Financial Officer by June 10, 2020. The Chief Librarian/CEO, Chief Financial Officer and the Audit Committee will complete their review of the draft report as expeditiously as possible. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports.

4. Final Report on or before June 17, 2020

It is anticipated that this process will be completed with the auditor delivering the final report to the library district board of trustees at the regular June board meeting [by June 24, 2020 as required (C.R.S. 29-1-606(a)(1))].

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of PPLD.

B. Work Area, Telephones, Photocopying and FAX Machines

PPLD will provide the auditor with reasonable work space. The auditor will also be provided with access to telephones, photocopying facilities and FAX machines.

C. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

Preparation, editing and printing of the Comprehensive Annual Financial Report shall be the responsibility of PPLD.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Make your Inquiries by January 6, 2020 concerning this request for proposal to:

Michael Varnet, Chief Financial Officer
Email: mvarnet@ppld.org

DURING THE SELECTION PROCESS (UNLESS NOTIFIED OTHERWISE) YOU ARE TO LIMIT YOUR CONTACT TO MICHAEL VARNET. FAILURE TO DO SO MAY BE GROUNDS FOR YOUR ELIMINATION FROM THE SELECTION PROCESS.

All questions and requests for clarification received by January 6, 2020 will be responded to on PPLD's website www.ppld.org. Any responses by PPLD that are considered to be a change in the terms, conditions, and specifications of this RFP will be posted on the website as an addendum. No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless posted as an official addendum on the website. Communication from any other source, other than the above, should be considered as invalid with regard to this RFP.

2. Submission of Proposal

The following material is required from a proposing firm to be considered:

a. Four paper copies of the Technical Proposal and one digital copy (flash drive, no e-mailed copies will be accepted) to include the following:

i. Firm Information

Indicate the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer.

iii. Detailed Proposal

The detailed proposal should follow the order set forth in Section IV B of this request for proposals.

iv. Executed Copies of Proposer Guarantees and Warranties, attached to this request for proposal (Appendix A).

v. Dollar Cost Bids (Appendices B and C)

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of PPLD in conformity with the requirements of this request for proposal. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical 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 proposal requirements.

The Technical Proposal should address all the points outlined in the request for proposal. 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 proposal. While additional data may be presented, the following subjects, item Nos. 2 through 11, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of PPLD as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The firm also should provide an affirmative statement that it is independent of all of the component units of PPLD as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving PPLD or any of its component units 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 PPLD written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Colorado

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

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental

audit 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.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

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.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, and 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 Colorado. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit.

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. Indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect PPLD's commitment to Affirmative Action.

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. These personnel may also be changed for other reasons with the express prior written permission of PPLD. However, in either case, PPLD retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of PPLD, which retains the right to approve or reject replacements.

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

6. Prior Engagements with PPLD

List separately all engagements within the last ten years, ranked on the basis of total staff hours, for PPLD by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement

was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (five maximum) 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, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

8. 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 II of this request for proposal. In developing the work plan, reference should be made to such sources of information as PPLD's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

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. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of PPLD's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance

9. 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 PPLD.

10. Report Format

The proposal should include sample formats for required reports.

11. Dollar Cost Bid

a. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

PPLD will not be responsible for expenses incurred in preparing and submitting the technical proposal and the dollar cost bid. Such costs should not be included in the proposal.

The dollar cost bid should include the following:

- i. Name of Firm
- ii. 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 PPLD.
- iii. A Total All-Inclusive Maximum Price for the 2019 engagement & four subsequent fiscal years in the event the contract is renewed (Appendix B).
- iv. Commensurate pricing for the Pikes Peak Library District Foundation audit. (Appendix C).

b. Rates by Partner, Specialist, Supervisory and Staff Level Personnel
Times Hours Anticipated for each

The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix B) that supports the total all-inclusive maximum price.

c. Out-of-pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by PPLD for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented in the dollar cost bid in the format provided in the attachment (Appendix B). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

In addition, a statement must be included in the dollar cost bid stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing PPLD rates for its employees.

d. Rates for Additional Professional Services

If it should become necessary for PPLD to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an

addendum to the contract between PPLD and the firm. Any such additional work agreed to between PPLD and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

e. 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 dollar cost bid proposal.

12. Other Services Offered to PPLD Officers, Management and Staff

Please list and describe any other services offered to PPLD personnel, including but not limited to, client training on technical matters, technical publications, information on vendor's website, and so forth.

VII. SELECTION

A. Review of Proposals

An audit committee consisting of members of the Board of Trustees, along with executive leadership and designee(s) will evaluate the proposals. During the evaluation process, the audit committee and PPLD reserve the right, where it may serve PPLD's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. During the evaluation process, the audit committee and PPLD may, at its discretion, request any one or all firms to make oral presentations. Not all firms may be asked to make such oral presentations.

PPLD 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 the PPLD and the selected firm.

B. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between PPLD and the firm selected.

PPLD reserves the right without prejudice to reject any or all proposals.

PROPOSER GUARANTEES

- A. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section III, "Scope of Work."

Signature of Official:

Name (printed):

Title:

Firm:

Date:

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Colorado laws with respect to foreign (non-state of Colorado) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Pikes Peak Library District.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (printed):

Title:

Firm:

Date:

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2019 FINANCIAL STATEMENTS & ADDITIONAL CONTRACT YEARS
Pikes Peak Library District**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	\$ _____
Managers	_____	_____	\$ _____
Supervisory Staff	_____	_____	\$ _____
Staff	_____	_____	\$ _____
Other (specify):	_____	_____	\$ _____
Total			\$ _____

SERVICES DESCRIBED IN SECTION VI B OF THE RFP

Out-of-pocket expenses:

Meals and lodging	\$ _____
Transportation	\$ _____
Other (specify):	\$ _____
Total	\$ _____

Total all-inclusive maximum price for 2019 audit: \$ _____

Subsequent fiscal years in the event the contract is renewed:

AUDIT SERVICES

2020	\$ _____
2021	\$ _____
2022	\$ _____
2023	\$ _____

**SCHEDULE OF ADDITIONAL PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2019 FINANCIAL STATEMENTS & ADDITIONAL CONTRACT YEARS
(DESCRIBED IN RFP SECTION VI B)
Pikes Peak Library District**

Nature of Service To Be Provided

Total Price

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2019 FINANCIAL STATEMENTS & ADDITIONAL CONTRACT YEARS
Pikes Peak Library District Foundation**

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Total</u>
Partners	_____	_____	\$ _____
Managers	_____	_____	\$ _____
Supervisory Staff	_____	_____	\$ _____
Staff	_____	_____	\$ _____
Other (specify):	_____	_____	\$ _____
Total			\$ _____

SERVICES DESCRIBED IN SECTION VI B OF THE RFP

Out-of-pocket expenses:

Meals and lodging	\$ _____
Transportation	\$ _____
Other (specify):	\$ _____
Total	\$ _____

Total all-inclusive maximum price for 2019 audit: \$ _____

Subsequent fiscal years in the event the contract is renewed:

AUDIT SERVICES

2020	\$ _____
2021	\$ _____
2022	\$ _____
2023	\$ _____

APPENDIX C – page 2 of 2

**SCHEDULE OF ADDITIONAL PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2019 FINANCIAL STATEMENTS & ADDITIONAL CONTRACT YEARS
(DESCRIBED IN RFP SECTION VI B)
Pikes Peak Library District Foundation**

Nature of Service To Be Provided

Total Price