



Request for Proposal – Auditor Services for Fiscal Year 2025

Issue Date: October 10, 2025

Submission Deadline: November 21, 2025

Section 1: Project and General Submittal Information Summary

Purpose

The Clearview Library District (District) is seeking proposals from qualified audit firms to provide independent auditing services for the fiscal year ending December 31, 2025. The selected auditor will conduct a thorough examination of the District's financial statements and internal controls, ensuring compliance with applicable regulations and standards.

Submittal of Questions

Prospective firms may submit questions regarding this RFP until November 7, 2025 by 5:00 PM (local time) to Sarah Watson, Financial Administrator via email at sarah@clearviewlibrary.org. Answers will be provided within two business days.

Award

The contract will be awarded to the qualified firm with the highest combined score based on technical qualifications and pricing. Detailed criteria for evaluation can be found in Section 5. The Library District reserves the right to negotiate any proposal, including price, with the highest-rated firm. If an agreement cannot be reached, negotiations may proceed with the next ranked respondent.

Agreement

The successful firm will be required to enter into a standard two-party agreement.

Expenses Associated with Response

The Library District will not be liable for any expenses incurred by a firm in preparing and submitting a proposal. All proposals should be clear and concise, focusing on the firm's capabilities to meet the requirements outlined in this RFP.

Rejection of Proposals

The Library District reserves the right to reject any or all proposals and to waive any technicalities or informalities as may best serve its interests.

Section 2: Timeline

- **Issue Date:** October 10, 2025
 - **Deadline for Questions:** November 7, 2025
 - **Proposal Submission:** No later than November 21, 2025 by 5:00 PM (local time).
-

Section 3: Scope of Work and Required Services

3.1 Description of the Clearview Library District

The Clearview Library District serves a growing population across Windsor, Severance, and West Greeley. The District is responsible for the financial management of library services and is comprised of two library branches, an administrative building, and a bookmobile. The library is governed by a Board of Trustees and currently employs approximately fifty three full-time and part-time employees.

3.2 Scope of Work

The selected auditor will perform the following tasks:

- Conduct a comprehensive annual audit of the District's financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards.
- Evaluate the District's internal controls and compliance with applicable laws and regulations.
- Provide recommendations for improvements based on audit findings.
- Prepare and present a final detailed audit report to the Library Board by July 15, 2026.
- Assist in the preparation of any required financial documents for state and federal reporting.

3.3 Deliverables

At the conclusion of the audit, the auditor shall deliver:

- A final audit report, including financial statements, findings, and recommendations.
- An electronic copy of all documentation produced during the audit process.
- Any necessary supporting documentation and management letters.

3.4 Project Schedule

The audit should be completed within a timeline that allows for presentation to the Library Board Audit committee by July 14, 2026. The proposed timeline should include key milestones for completion of each phase of the audit.

Section 4: Proposal Format and Required Content

- 1. Title Page**
- 2. Table of Contents**
- 3. Cover Letter**
- 4. Response to Scope of Work**
- 5. Experience and Expertise, including verification that key audit personnel are licensed in the State of Colorado**
- 6. Fee Structure including additional costs for any potential changes in scope**
- 7. References and Relevant Projects especially any experience with municipal,**

public library or governmental clients

8. **Affirmative Statement of Independence, including disclosure of any financial or business relationships with the District (or board members) over the last 5 years**
 9. **Please the proposal in PDF format**
-

Section 5: Evaluation and Award

5.1 Evaluation Criteria

- Demonstrated ability to meet the requirements of the scope of work
- Firm experience and qualifications
- Understanding of the project approach
- Competitive pricing
- References and past performance

5.2 Evaluation Process

Proposals will be reviewed by the Library Director, the Financial Administrator, and a Board member. Selected firms may be asked to present their proposals orally one week following the submission deadline.

Section 6: Submission Instructions

Proposals must be submitted in electronic format to sarah@clearviewlibrary.org.

Section 7: Additional Contract Terms

7.1 Project Manager

The designated project manager for this audit will be Sarah Watson, Financial Administrator. Contact: sarah@clearviewlibrary.org | (970) 686-5603

7.2 Right to Cancel

The Library District reserves the right to cancel this Request for Proposal or reject any or all proposals at any time prior to an award. The Library District is not required to provide reasons for non-selection of a proposal.

Thank you for your interest in providing audit services to the Clearview Library District. We look forward to receiving your proposal.