



WASHINGTON COUNTY FREE LIBRARY

Where People & Possibilities Meet

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January 13, 2025

RE: Request for Proposals for Audit Services of Washington County Free Library and Western Maryland Regional Library, and Ruth Enlow Library of Garrett County.

Ladies and Gentlemen:

The Boards of Trustees of the Washington County Free Library and/or Ruth Enlow Library of Garrett County will appoint a firm of certified public accountants to conduct audits for fiscal years July 1, 2024 through June 30, 2025, July 1, 2025 through June 30, 2026, July 1 2026 through June 30, 2027, July 1, 2027 through June 30, 2028, and July 1, 2028 through June 30, 2029. The following funds are to be audited:

1. Washington County Free Library
 - a. Unrestricted operating funds
 - b. Restricted operating funds including Federal grants.
 - c. Endowment funds
2. Western Maryland Regional Library
 - a. Unrestricted operating funds
 - b. Restricted operating funds including Federal grants.
3. Ruth Enlow Library of Garrett County
 - a. Unrestricted operating funds
 - b. Restricted operating funds including Federal grants.

Total revenue of approximately \$10,000,000.00 and Endowment funds in the custodial care of Marshfield Associates are presently in excess of \$10,000,000.00

If your firm is interested in being considered, we request that you provide us with the following:

1. Price quotation for performing the audit and related services as indicated below with projected dates for beginning and completion, completion to be no later than September 1 of each year.

Price quote is to be given as follows:

Washington County Free Library / Western Maryland Regional Libraries:

Audit FY 2024 - 25

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2025 - 26

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2026 - 27

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2027- 28

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2028 - 29

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Ruth Enlow Library of Garrett County:

Audit FY 2024 - 25

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2025 - 26

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2026 - 27

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2027 - 28

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Audit FY 2028 - 29

A. All work specified in a. through f. below with the exception of Single Audit, OMB Circular A-133.

\$ _____

B. Single Audit, OMB Circular A-133, if required.

\$ _____

Quotes are to include coverage of:

- a. Audits of financial statements of the Washington County Free Library, Western Maryland Regional Library, and Ruth Enlow Library of Garrett County, in accordance with generally accepted auditing standards and Governmental Auditing Standards (yellow book). Audits of Federal grants are to comply with applicable provisions of federal/state laws and regulations and, if necessary, the Single Audit Act Amendments of 1996 and OMB Circular A-133 requirements.

- b. Preparation of a management letter concerning any deficiencies in Library internal control systems and recommendations for corrective actions.
- c. Conversion of accrual basis revenues and expenditures to the cash basis for preparation of a statement of cash receipts and disbursements for each entity if required for state funding purposes.
- d. Preparation of Form 990, Return of Organization Exempt From Income Tax.
- e. Formal presentation and review of the audit and management letter at the November meeting of the Board of Trustees of the Washington County Free Library and as scheduled for the Ruth Enlow Library of Garrett County.
- f. Provision of eighteen (18) copies of the Washington County Free Library/Western Maryland Regional Library full audit and provision of twelve (12) copies of the Western Maryland Regional Library audit, and sixteen (16) copies of the Ruth Enlow Library of Garrett County under separate cover. Electronic copies of the documents are to be made available to each entity.

2. Attach a statement of qualifications, including examples of services performed for similar entities, the number of employees available for the assignment, the personal qualifications of the principal, a copy of the firm's most recent peer review report, a description of the firm's plan for practice continuation in the event of injury or illness, and any other information deemed appropriate. Must have at least 5 years' experience in both private and governmental audits.

3. All proposals must be submitted to the Executive Director's Office, Washington County Free Library, 100 South Potomac Street, Hagerstown, MD, in a sealed opaque envelope marked **Proposal for Washington County Free Library Audit** and bear the name of your firm. Proposals must be received no later than 2:00 p.m., Monday, February 24, 2025, at which time the bids will be opened.

An online version of this Request for Proposals may be found at:

<https://www.washcolibrary.org/about-us>

In reviewing and evaluating proposals, the Washington County Free Library, Western Maryland Regional Library and/or Ruth Enlow Library of Garrett County reserves the right to reject any and all proposals. Cost will not be the only factor in awarding the contract. The Libraries reserve the right to award the contract based on library's needs and requirements. The Board of Trustees requires that accounting carried out by one firm be audited by a separate firm.

The firm appointed to conduct the audit is subject to final approval by the Audit Branch, Office of Administration and Finance, Maryland State Department of Education. Failure to receive such approval will result in cancellation of appointment without charge to the Washington County Free Library/Western Maryland Regional Library, and Ruth Enlow Library of Garrett County.

If you desire additional information prior to submitting a quotation, we would appreciate having a representative contact us as soon as possible.

Sincerely,

JENNY L. BAKOS
Executive Director

JLB:sab