

**DU-COMM  
ANNUAL FINANCIAL REPORT  
REQUEST FOR PROPOSAL (RFP)**



**PROPOSALS SHALL BE SUBMITTED NO LATER THAN 3:00 PM, MARCH 30, 2020.**

# DU-COMM

**DuPage Public Safety Communications**  
420 N County Farm Road, Wheaton, IL 60187  
(630) 260-7500 Main  
(630) 924-9280 Fax  
www.ducomm.org



## **ANNUAL FINANCIAL REPORT REQUEST FOR PROPOSAL (RFP)**

### **SECTION I - INTRODUCTION**

DuPage Public Safety Communications (DU-COMM) is an intergovernmental agency formed in 1975 by our members departments to provide emergency communications services to police, fire, and emergency medical services (EMS). DU-COMM receives requests for service on 9-1-1 and other emergency lines, and dispatches the appropriate Police, Fire, and EMS services. DU-COMM performs this service while operating and maintaining a variety of critical systems and infrastructures.

DU-COMM is an intergovernmental agency, as defined in Article VII, Section 1, of the Constitution of the State of Illinois (1970) and is a "public agency" as defined in the Intergovernmental Cooperation Act, 5 ILCS 220/2(1), that is voluntarily established by its members pursuant to Article VII, Section 10, of the Constitution of the State of Illinois (1970) and the Intergovernmental Cooperation Act, 5ILCS 220/1 et seq.

DU-COMM is a large consolidated public safety communications center in Illinois and currently serves forty-four (44) member agencies and over 850,000 residents in DuPage and neighboring counties. DU-COMM receives requests for Police, Fire, and EMS via 9-1-1 and non-emergency lines. DU-COMM processes over one (1) million phone calls each year, including over 200,000 9-1-1 calls, and over 700,000 calls for service. Municipalities and fire districts have worked together to provide a high level of service to their citizens in public safety communications.

DU-COMM governances include a Board of Directors, Executive Committee, Chiefs Operations Committee, and the position of Executive Director. Members share the authorized development cost, capital equipment, capital assets, and operating cost of DU-COMM's common systems. Each member's annual contribution is established by DU-COMM's budget according to the method stated in DU-COMM's bylaws and policies and procedures. The fiscal year for DU-COMM is May 1st - April 30th.

DU-COMM's annual operating budget is about \$15.6 million dollars and the capital budget is about \$1.5 million dollars.

### **SECTION II - SCOPE OF PROJECT**

DU-COMM is seeking proposals for annual audit services that meet the requirements defined in this RFP. The independent auditors shall express an opinion on the general-purpose financial statements and individual funds and accept "in relation to" responsibility for any supplemental data.

If an unqualified opinion cannot be expressed, the auditor shall bring such matter to the attention of DU-COMM before finalization of the report to determine whether or not the problem(s) leading to such qualification(s) can be resolved.

# **DU-COMM**

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The examination shall be made in accordance with generally accepted auditing standards (GAAS) and government auditing standards issued by the Comptroller General of the United States. The audit requirements of the Single Audit Act amendments of 1996 and all related regulations prescribed by the Office of Management and Budget (OMB) and Governmental Accounting Standards Board (GASB) shall also be followed.

## **SECTION III – REPORTS REQUIRED**

DU-COMM acknowledges its responsibility for the reliability, accuracy, and completeness of all financial statements; however, DU-COMM expects the auditor to possess and demonstrate sufficient expertise in government accounting and reporting to assure that all reporting requirements are met.

During the course of the examination of DU-COMM's financial statements, the independent auditor may find weaknesses in internal controls. The independent auditor shall bring such matters to the attention of DU-COMM for discussion before the issuance of the report. The auditor shall summarize such findings and recommendations in the form of a separate Management Letter to DU-COMM.

The independent auditor shall prepare and reproduce the following reports:

- Four (4) bound copies of the Audit Report & Management Letter
- PDF version of the Audit Report & Management Letter

## **SECTION IV - DU-COMM's RESPONSIBILITY**

The Finance/HR Manager shall be responsible for coordinating the completion of the annual audit. It will be the responsibility of DU-COMM to provide the auditor fully adjusted trial balances for all funds and other supporting documentation necessary to conduct the audit.

## **SECTION V - TIME REQUIREMENTS**

Release of RFP to Vendors:	February 26, 2020
Proposal Due Date:	March 30, 2020
Interviews with Selected Bidders:	Tentatively April 14, 2020
Award of Contract by Executive Committee:	April 21, 2020
Completed Audit Report to DU-COMM:	No later than September 15, 2020

The audit schedule due dates are subject to change in future contract years.

## **SECTION VI – OTHER**

The auditor shall promptly notify the Executive Director of any suspicion of fraud, defalcation, or misapplication of funds. Such notice shall be in addition to any notice to grantors required by single audit legislation.

In the event of a merger of the audit firm with another firm of certified public accountants or the change of partners to the audit firm, this contract will be transferable to the successor firm with the approval of DU-COMM. The audit firm will provide at least one consistent team member for the length of the contract.

The auditing firm's governmental expertise and technical assistance may be needed periodically throughout the year. Assistance in implementing new standards or other changes will be provided at no cost to DU-COMM. Staff may also require limited assistance with financial reporting, or other areas, at no additional charge.

The auditors shall be available to meet with the Executive Committee, Finance Committee, or the Board of Directors to answer questions regarding the proposal, completed audit, or management letter, if requested. This would typically include two (2) to three (3) meetings held at DU-COMM in the early mornings (i.e. 7:30 a.m.) for each annual audit.

The working papers and notes shall be retained at the auditor's expense for the term of five (5) years. DU-COMM will have the right to have these working papers reviewed by an appropriate third party. The firm shall respond to reasonable inquiries of successor auditors.

## **SECTION VII – CONTRACTUAL AGREEMENTS**

As required in Section VIII below, bidders are to state separate "not to exceed" fees for performing the services described herein for each of DU-COMM's fiscal years ending April 30, 2020, 2021, 2022, 2023. By acceptance of its proposal, DU-COMM will contract with the successful bidder for audit services for the fiscal year ending April 30, 2020. DU-COMM may, at its exclusive option each successive year, contract with the successful bidder for audit services for any subsequent fiscal year through FYE 2023 at the "not to exceed" fee stated in the proposal. It is DU-COMM's desire and expectation that the successful bidder will be retained for four (4) years.

Audit services performed for the audit period ending April 30, 2020 shall be paid by DU-COMM in accordance with the schedule submitted pursuant to Section VIII, below, for provision of all the services described in the successful proposal.

## **SECTION VIII - RESPONSE TO REQUEST FOR PROPOSAL (RFP)**

To secure information that facilitates systematic application of evaluation criteria, vendors are required to submit proposals with the information requested, including the items below:

- State the name, address, and contact information of the firm submitting the proposal.
- Transmittal letter (Limited to three pages)
- Bidder Profile:
  - Discuss organization and size of firm, the location of the office from which the work is to be done, and the total number of partners and professional staff to be employed in this engagement.
  - Briefly outline and summarize the key elements of the proposal as to your firm's experience, qualifications, references, technical expertise, audit standards and understanding of the work to be performed and time requirements.
  - Describe the firm's audit experience similar to the proposed examination. Provide client names, contact persons, and phone numbers of governmental clients served in the last four years.

- Discuss governmental industry experience in terms of training and organizational involvement (such as GASB or GFOA).
- Describe firm's audit approach.
- Fees and Billing - Provide a maximum "not to exceed" fee proposal for each of the four (4) years and provide rates for any additional services the firm offers not included in the RFP. Include any billing requirements otherwise payment upon full completion of each fiscal year audit is assumed.

## **SECTION IX - SUBMISSION OF PROPOSAL**

Proposals shall be submitted no later than 3:00 pm, March 30, 2020.

Submit to Finance/HR Manager, Angela Athitakis  
via email at: [aathitakis@ducomm.org](mailto:aathitakis@ducomm.org) or  
via USPS: DU-COMM  
420 N. County Farm Road  
Wheaton, IL 60187

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