



REQUEST FOR PROPOSAL (RFP)

ANNUAL FINANCIAL AUDIT SERVICES

ISSUED BY: Pontiac Public Library Board of Trustees

ISSUE DATE: September 29, 2026

PROPOSAL DUE DATE: October 16, 2026, by 3:00 PM EST

TARGET COMPLETION DATE: December 31, 2026

I. INTRODUCTION & BACKGROUND

The **Pontiac Public Library** is an independent public library district serving the community of Pontiac, Michigan. The library operations are governed by an elected six-member Board of Trustees and administered by the Library Director.

The library operates on a fiscal year running from July 1 through June 30. The annual operating budget is approximately **\$1.3 Million**, funded primarily through local property tax millages, state aid, and penal fines. The library's financial records are currently maintained utilizing standard municipal accounting frameworks supervised by an external fractional accountant/Fiscal Officer.

The Board of Trustees is seeking proposals from qualified Certified Public Accounting (CPA) firms licensed in the State of Michigan to conduct the annual statutory financial audit for the fiscal year ending June 30, 2026.

II. SCOPE OF SERVICES

The selected independent auditing firm will perform a comprehensive financial and compliance audit in strict accordance with:

1. Generally Accepted Auditing Standards (GAAS) as promulgated by the AICPA.

2. Government Auditing Standards ("Yellow Book") issued by the Comptroller General of the United States.
3. The **Michigan Uniform Budgeting and Accounting Act (Public Act 2 of 1968)**.
4. State of Michigan Department of Treasury audit guide parameters for local governments and libraries.

Deliverables Required:

- Expressing an independent professional opinion on the fair presentation of the library's financial statements in conformity with GAAP.
- Preparation and submission of the final audited financial statements and the required State of Michigan Department of Treasury F-65 form.
- Issuance of a Management Letter identifying any material weaknesses, significant internal control deficiencies, or operational opportunities for improvement.
- Formally presenting final audit findings directly to the Library Board of Trustees at a public meeting.

III. TIMELINE FOR PROCUREMENT & COMPLETION

To meet the statutory state filing requirements and accommodate the library's operational calendar, the following timeline is non-negotiable:

- **RFP Release Date:** September 29, 2026
- **Deadline for Vendor Questions:** October 9, 2026
- **Proposal Submission Deadline: October 16, 2026, at 3:00 PM EST**
- **Board Review & Contract Award: October 22, 2026** (Regular Board Meeting)
- **Commencement of Fieldwork:** On or before November 9, 2026
- **Delivery of Draft Audit & Management Letter:** December 11, 2026
- **Final Audit Report & State Filing Complete: December 31, 2026**

IV. PROPOSAL SUBMISSION REQUIREMENTS

Responding CPA firms must organize their proposals into the following distinct sections:

1. **Firm Profile & Qualifications:** Proof of active State of Michigan CPA licensure, a copy of the firm's most recent independent peer-review compliance report, and a summary of the firm's experience auditing Michigan public libraries under P.A. 2 of 1968.

2. **Staffing & Experience:** Resumes and licensing details for the specific partner, manager, and field seniors who will be assigned directly to the Pontiac Public Library account.
3. **Audit Methodology:** A brief narrative detailing the firm's approach to fieldwork, risk assessment, transaction sampling, and verification of operational ledger items.
4. **All-Inclusive Fee Proposal:** A flat, maximum fee structure covering all aspects of the FY 2026 annual audit, reporting forms, administrative overhead, and travel costs. Please include an hourly rate schedule for any out-of-scope technical advisory work if requested by the Director.

V. SUBMISSION INSTRUCTIONS

Sealed hardcopy proposals (marked "*RFP: 2026 Annual Audit Services*") or secure electronic PDF proposals must be received no later than **3:00 PM EST on Friday, October 16, 2026**. Late submissions will be automatically disqualified.

- **Delivery Address:**
Attn: Library Director
Pontiac Public Library
60 E. Pike St.
Pontiac, MI 48342

- **Electronic Submission Email:** smarcus-bey@pontiaclibrary.org

Questions regarding the scope of services, data systems, or current financial files may be directed exclusively via email to the Library Director at the address above.

VI. EVALUATION CRITERIA

The Board of Trustees will evaluate all received proposals utilizing objective matrices, weighted as follows:

- **30%** – Technical experience with Michigan Public Act 2 of 1968 municipal library audits.
- **25%** – Demonstrated capability to evaluate records from complex municipal operational frameworks.
- **25%** – Firm capacity and commitment to meet the absolute **December 31, 2026** finalization deadline.
- **20%** – Total cost effectiveness and clarity of the fee proposal structure.

The Pontiac Public Library reserves the right to reject any or all proposals, waive technical informalities, and select the firm that best serves the public and fiscal interests of the library district.