

REQUEST FOR QUALIFICATIONS

Bid Number: 2024-02-14-1 Date Issued: 14 February 2024
Date & Time Bid Opening: Monday, March 4, @ 3:30 PM

RFQ NOTICE

THE SALINE COUNTY LIBRARY IS REQUESTING QUALIFICATION STATEMENTS FROM CERTIFIED PUBLIC ACCOUNTANTS TO PERFORM AUDIT AND COMPLIANCE SERVICES RELATED TO POLICY AND BEST PRACTICES FOR THE FY2023 FROM THOSE INDIVIDUALS/FIRMS INTERESTED IN BEING CONSIDERED BY THE LIBRARY FOR SUCH PROFESSIONAL SERVICES.

SERVICES NEEDED. The Saline County Library is seeking the professional services of a Certified Public Accountant/Firm to perform a review of the financial practices of the Library with regard to Saline County policies, Saline County Library policies, best practices, and state and federal laws, rules, and regulations. The Library Director and staff will make available all records needed for such a review and work with the firm during the project. The firm chosen will not be expected to perform a financial statement audit. The firm will be expected to issue a report upon completion of the project, as well as recommendations of changes, if applicable for both practices and policies.

INSTRUCTIONS TO RESPONDENTS

1. **REQUEST FOR QUALIFICATIONS, SUBMISSION ADDRESS AND SUBMISSION DEADLINE.** Deliver responses to Leigh Espey, Saline County Library Director, 1800 Smithers Dr., Benton, Arkansas 72015. Responses will be accepted until the Submission Deadline as stated above. Faxed or electronic responses are not considered sealed and cannot be accepted. Respondents shall not include any proposal of fees in the response. If any indication of fees is included, the response will not be accepted.
2. **MODIFICATIONS AND AMENDMENTS.** The Saline County Library shall have the right to modify the requirements prior to the Submission Deadline and will endeavor to notify all potential Respondents that have received a copy of the requirements, but failure to notify shall impose no obligation or liability on the Saline County Library. Respondents are encouraged to visit <https://www.salinecountylibrary.org/about/our-library/policies/> for information regarding the existing Saline County Library policies and procedures.
3. **WITHDRAWAL OR REJECTION.** The Saline County Library reserves the right to withdraw the Request for Qualifications for any reason. The Saline County Library further reserves the right to accept or reject any responses and to waive any informality.
4. **LATE RESPONSES.** Saline County Library is not responsible for lateness or non-delivery of mail, carrier, etc. to the Saline County Library, and the time and date recorded in the Library Director's office shall be the official time of receipt.
5. **INCURRING COSTS.** The Saline County Library is not liable for any cost or expenses incurred by the Respondent or any other person or entity in the preparation of their responses (including, without limitation, for attendance at any conferences or meetings related to this Request for Qualifications.)

6. **INVITATION AMBIGUITY.** Any ambiguity in this Request for Qualifications as a result of omission, error, and lack of clarity or non-compliance by the Respondent with the specifications, instructions, and all conditions of bidding shall be construed in the favor of the Saline Library.

EVALUATION CRITERIA

In accordance with Arkansas Code Annotated § 19-11-803, in evaluating the qualifications of each firm, the Saline County Library must consider the following criteria:

- (1) The specialized experience and technical competence of the firm with respect to the type of professional services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and
- (4) The firm's proximity to and familiarity with the area in which the project is located.

RESPONSE REQUIREMENTS

Qualification statements should include:

1. History and experience
2. Staff capacity and qualifications
3. Audit team experience
4. List of three (3) references

EXECUTION OF BID

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this RFQ/RFP/BID including conditions set forth and pertinent information requests.

Name of Firm: _____

Phone No.: _____

Arkansas Tax Permit No.: _____

Business Address: _____

Signature of Authorized Person: _____

Title: _____ Date: _____

Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, bids must be sealed and mailed or delivered to:

**Saline County Library
1800 Smithers
Benton, AR 72015**