



**REQUEST FOR PROPOSAL:  
ACCOUNTING/BOOKKEEPING SERVICES**

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The Village of University Park is located in Will and Cook counties in Illinois. Its population is approximately 7,200 per the 2010 census.

The village accounts for its financial operations in the following funds:

General

Debt Service – Series 2003 bonds

Special Revenue Funds:

- Road and Bridge
- Motor Fuel Tax
- Hickory School
- Community Development Assistance Program

Capital Projects Funds:

- Capital Projects
- Series 2003 Bond Project
- TIF III
- TIF IV
- TIF V

Enterprise Funds:

- Towncenter Fund
- Golf Course Fund
- Fiduciary Funds
- Police Pension Fund
- Firefighters' Pension Fund

We are seeking someone who can provide monthly accounting/bookkeeping services and prepare the required year-end audit schedules for the years ended April 30, 2017 and 2018.

## RFP INFORMATION AT A GLANCE

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Bid Title: Professional Bookkeeping/Accounting Services

Send Proposals to: Attention: John Pate, Village Manager & Director of Public Safety  
Village of University Park  
Phone: 708-235-4813  
Email: [jpate@university-park-il.com](mailto:jpate@university-park-il.com)

Due Date & Time: June 15, 2018 at 5:00 p.m.

Contact Information: Same as Above

## SPECIFIC INFORMATION REQUESTED WITHIN PROPOSAL

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- **Explanation of Experience:** Preferences will be given to vendors who have experience with villages.
- **Abilities and Backgrounds of Personnel:** Vendors should list key personnel who will be responsible for providing the monthly Bookkeeping and Accounting services, and provide resumes for those individuals. Include all relevant experience during the last 3 years.
- **Ability to Complete the Scope of Work:** Vendors should comment on their ability to complete the scope of work listed below, being sure to list any items they do not feel they would be able to complete, and any additional items they are able to provide above the scope.
- **Detailed Explanation of Costs:** Explain in detail how costs are calculated and what the Village can expect to pay for the services provided.
- **References:** Include references for the Village to contact.

## SCOPE OF WORK

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### *General Accounting:*

- Record all financial transactions that have not been recorded.
- Reconcile bank accounts and provide monthly bank reconciliation report.
- Record property tax receivable and deferred revenue.
- Record other receivables (income tax, sales tax, utilities, grants, etc.).
- Record accrued payroll, accrued expenses and compensated absences.
- Record accounts payable.
- Record fixed asset activity.
- Prepare and record all required journal entries.
- Perform monthly closing procedures after all monthly adjustments have been made.

### *Additional Services:*

- Review and revise internal controls.
- Develop and document financial policies and procedures.

### *Annually:*

- Perform year-end close and prepare for annual audit.
- Meet with chosen independent auditor to plan for the annual audit, complete all requested schedules, provide copies of requested test documentation.
- Assist with preparation of the annual budget by providing historical expense information and calculating possible budget scenarios.
- Prepare annual 1099's for vendors who received more than \$600 in payments.

## GENERAL TERMS AND CONDITIONS

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**Scope:** The Village of University Park requests proposals from companies or individuals with experience providing outsourced accounting and bookkeeping services to the Village.

**Delivery of Proposals:** All proposals must be submitted via email to the contact listed above.

**Method of Evaluation:** 5 Panel Review Group – VoUP Village Manager, 1 (one) VoUP Finance Liaison Trustee, 1 (one) VoUP Member of the Public, 1 (one) VoUP Active Member of the Finance Committee, and (1) VoUP Trustee

**Non-Exclusive Agreement:** This RFP does NOT establish an exclusive arrangement between the Village and the vendor. The Village reserves, but is not limited to, the following rights:

- The right to use others to perform work and services described in this RFP;
- The right to request proposals from other vendors for work described in the RFP; and
- The unrestricted right to bid any work or services described therein.

**Qualifications of Vendors & Eligibility Requirements:** The Village expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of vendor, compared to work proposed, justifies such rejection.

**Proposal Preparation Costs:** The costs of developing proposals are entirely the responsibility of the vendor, and shall not be charged in any manner to the Village. This includes, but is not limited to, the direct cost of vendor personnel assigned to prepare vendor's response to the RFP and any out-of-pocket expense (including, but not limited to, travel, accommodation, supplies) incurred by vendor in preparing the response to the RFP.

**Fiscal Information:** Vendors may request financial information about the affiliates to assist in preparing their proposals. Requests can be directed to Mr. John Pate at the contact information listed above.

**Ownership of Work Products:** The Village shall have ownership rights to all work products developed for the Village by the vendor.