HALL COUNTY
Library System

REQUEST FOR PROPOSAL

Audit and Related Financial Services

Hall County Library System

+

Posted November 5, 2026

+

Proposal Submission Deadline

December 10, 2026 at 2 pm

The Hall County Library System (HCLS) seeks proposals for the preparation of its yearly audited financial statements and related filings for FY2027 beginning July 1, 2026 and ending June 30, 2027. The audit of financial statements must be performed in accordance with Generally Accepted Accounting Principles (GAAP).

Background

The Hall County Library System provides library services for the residents of Hall County and, through the PINES system, to all residents of Georgia. The Hall County Board of Commissioners owns all library buildings, with the Gainesville Library located at 127 Main St. NW, Gainesville serving as the headquarters for the six branch library system. HCLS is a single county system and a 501(c)(3) unit of government organization.

HCLS serves as a community gathering spot, offering programs and services for all ages. The library system aims to foster a safe and inviting environment while maintaining high internal standards and the highest level of fiscal responsibility. To continue to meet these standards, HCLS is seeking proposals from entities to prepare its annual audited financial statements and other related financial services.

HCLS receives funding annually from government entities, grants, donations, and self-generated fees. HCLS receives government funding from the Hall County Board of Commissioners and the state of Georgia through Georgia Public Library Service (GPLS). Fees generated primarily include revenue from passport acceptance fees, fines, and copier fees. Grants are regularly obtained from the state of Georgia as well as private grantors. HCLS employs approximately 78 staff members throughout its six branches and its FY25 annual revenue was just over $4.5 million.

Scope of Work

The Hall County Library System is seeking competitive sealed proposals for a one-year contract to provide the following services:

1. Annual financial statement audit conformed to GAAP
2. Budget Certification to Georgia Public Library Service
3. Agreed Upon Procedures (separate from audit) for Georgia Public Library Service
4. Annual 990 preparation and filing
5. Management letter
6. Financial report presentation to the HCLS Board of Trustees
7. Reasonable year-round consultation on routine accounting issues, GAAP updates, and financial reporting procedures relevant to public library systems and non-profit organizations
8. Work with HCLS management to review draft schedules, proposed audit adjustments, and financial statement notes prior to final submission

9. Provide a secure, encrypted digital workspace or portal for document upload, review, and progress tracking throughout the engagement

With the exception of Form 990 and the AUP, all of the above must be completed within 150 days of the end of each fiscal year in order for our Board to review each document prior to its submission to the appropriate recipients. The AUP must be completed by February 1 of each year.

The contract will go into effect July 1, 2027 with the option to renew for four (4) additional one-year terms.

Proposal Submission Requirements
All proposals submitted in response to this request shall be signed and addressed to:

Hall County Library Administrative Office
Audit and Financial Services Proposal
127 Main St. NW
Gainesville, GA 30501

It is the sole responsibility of the entity submitting a proposal to ensure the proposal is received no later than the established due date and time provided for herein.

Proposals shall be submitted as follows:

Provide three paper copies and one digital copy no later than 2:00 p.m. on December 10, 2026 to Hall County Library System Administrative Offices, 127 Main St. NW, Gainesville, GA 30501. The name and address of the entity shall be noted on the outside of the envelope or package and include a reference to "Audit and Financial Services Proposal." Proposals may be hand delivered or mailed. They cannot be emailed or faxed. Proposals postmarked by December 10, 2026 but not received by the Library will not be evaluated. Pricing should be provided as a separate enclosed document, not as part of the larger proposal. For the digital copy, pricing should be in a separate file.

Proposal Content
All proposals must include:
a) Evidence of the firm's qualifications to provide the above services;
b) Background and experience in auditing nonprofit/government clients, particularly with public libraries;
c) The size and organizational structure of the auditor's firm;
d) Statement of the firm's understanding of work to be performed, including non-audit services;
e) Describe your firm's audit process and methodology, including the timeline for pre-audit planning, interim testing, year-end fieldwork, and final report issuance. Specify the client portal or software tools your firm uses for secure document upload, task tracking, and information sharing (e.g., PBC list management).

f) Names of the partner and/or audit manager who will be assigned to our audit and provide a brief description of their experience.
g) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments;
h) References and contact information from at least 3 comparable nonprofit/government audit clients. If the firm has library clients, those references are specifically requested;
i)Provide a detailed five-year fee proposal, including price increases in future years and the maximum fee that would be charged from FY28 through FY32 for all services specified in the RFP's Scope of Work. Pricing should be based on a flat fee, not hourly, for budgeting purposes *(include with separate pricing document).*
j) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure *(include with separate pricing document).*
k) Specify the client portal or software tools your firm uses for secure document upload, task tracking, and information sharing (e.g., PBC list management).
l) Describe how your firm works collaboratively with management during the audit process (e.g., assisting with draft statement preparation, adjusting journal entries, or technical disclosures) while maintaining independence required by auditing standards.

General Terms, Conditions, and Criteria

A. A company submitting a proposal must include the completed SAVE affidavit located on the library's website: https://www.hallcountylibrary.org/information/bid_opportunities.php and comply with federal E-verify requirements.
B. The Library reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.
C. The Library reserves the right to negotiate contract terms with the successful bidder.
D. The Library reserves the right to award any contract to the next most qualified company, if the successful company does not execute a contract in a timely manner.
E. The Library shall not be responsible for the costs incurred by a company in preparing, submitting, or presenting its proposal.
F. In submitting qualifications, the respondent agrees to comply with all applicable federal, state, county, and city laws in the conduct of the work specified herein.
G. All materials submitted in response to this request for proposal are subject to the Open Records Act and may be subject to dissemination to the public.
H. Questions should be submitted to Ignacio Medina, Business Manager, at imedina@hallcountylibrary.org
I. The deadline for questions is November 19, 2026 at 2pm.
J. Any addendums will be posted no later than November 24, 2026 at 2pm. https://www.hallcountylibrary.org/information/bid_opportunities.php

K. The criteria used to evaluate proposals submitted in response to this RFP are as follows:
    - Qualifications of the company submitting a proposal;
    - Relevant similar experience providing financial services;
    - Approach to providing financial services for the Library;
    - Ease and timeliness of implementation of service;
    - References/customer service;
    - Quality, completeness, and thoroughness of the proposal as submitted;
    - Pricing;
    - Quality of document-sharing tools, audit management process, and commitment to year-round collaborative consultation.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact Ignacio Medina, Business Manager, at imedina@hallcountylibrary.org.