Request for Statement of Qualifications:
Cash Disbursement Review
Mid-Continent Public Library
August 5, 2022

Consolidated Library District No. 3 a/k/a Mid-Continent Public Library (referred to as the "Library") hereby gives notice of their intent to engage a qualified firm to review and design an effective internal control system over its Accounts Payable and cash disbursement process.

SECTION I: GENERAL INFORMATION

Respondents will be responsible for all costs incurred in preparing or responding to this Request for Qualifications ("RFQ").

The Library will select a respondent to provide the required services and enter a letter of engagement. A decision will be based upon the respondent's Statements of Qualification and cost.

The Library is a political subdivision of the state of Missouri, and any information submitted to the Library is subject to release as provided for by Missouri Public Records Law. The Library will take reasonable efforts to protect any information marked “confidential,” to the extent allowed by Missouri Public Records Law. As part of the RFQ processes, any confidential information must be submitted in a separate envelope, sealed, and marked “Confidential Information” and will be returned upon request. It is understood, however, that the Library will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submittal is subject to potential disclosure. All other materials and documents submitted in response to the RFQ become the property of the Library and will not be returned.

SECTION II: BACKGROUND

Mid-Continent Public Library is the largest library system in the Kansas City metropolitan area, and one of the largest political subdivisions in Missouri, serving over 800,000 people in Jackson, Clay, and Platte counties. The Library provides access through 32 service outlets and a virtual branch. The Library currently has five governmental funds: General Fund, Capital Project Fund, Debt Service Fund, Special Revenue Fund, and Permanent Fund, and a Self-funded Health Insurance Fund as an internal service fund. The Library is governed by a board of 12 appointed trustees, four from each of the three counties in the Library District.

The Library has many internal controls in place in each department/branch that impact the daily operations of its business, protect its employees and customers, safeguard its assets, mitigate its risks, and allow for accurate financial and non-financial reporting to help ensure a viable, sustainable organization that is able to serve its customers.
Some significant productivity levels for the 2021-2022 fiscal year are the following:

- The total expenditure budget was over $98 million with $56 million for the General Fund.
- The property tax revenue was over $62.5 million.
- The number of FTEs was about 480, and the total number of full-time and part-time employees was about 800.
- The number of invoices processed was about 1,300 per month, and the number of payments made was about 700 per month.

SECTION III: PROJECT SCOPE OF WORK

The purpose of this RFQ is to select a qualified firm to provide a variety of risk advisory and to help design an effective internal control system, procedures, and policies specifically in the areas of Accounts Payable, cash disbursements, and the associated internal controls. The project scope includes:

1. Obtaining an understanding of the governing and operating structures of the Library.
2. Evaluating the Library’s processes, systems, and controls in AP and identifying the various risks that reside throughout the cash disbursement process.
3. Identifying control gaps and improvement opportunities, including areas of potential fraud, lack of compliance with federal, state, or local laws/regulations and/or failure to follow Library policies and procedures.
4. Providing recommendations for strengthening internal controls in order to mitigate risks and improve operational efficiency and effectiveness.
5. Presenting results to the management and the finance and audit committee of the Library Board of Trustees.

SECTION IV: TENTATIVE SCHEDULE

The deadline for receipt of firm qualifications and responses is at 12:00 p.m. on August 22, 2022, and a selection will be made by mid-September 2022. The Library expects the work to be completed within three months after the date of the letter of engagement, and a report to be presented to the Finance and Audit committee and the Library Board of Trustees.

SECTION V: STATEMENTS OF QUALIFICATION

Statements of qualifications should include the following:

1. General information regarding the respondent, including educational credentials and where licensed.
2. Experience with governmental entities and/or not-for-profit organizations.
3. Completed similar work in the past three years.
4. A statement as to how the service will be provided.

5. A list of three clients—of like nature to the Library if possible—including the names, titles, phone number, and email address.

6. A cost proposal.

SECTION VI: SUBMISSION REQUIREMENTS

Please prepare and submit one (1) physical copy of the proposal. In addition, please submit an electronic copy of the proposal in either DOCX or PDF file format. The electronic copy shall be placed on a flash drive and hand delivered or mailed with the hard copy or sent via email. Mark the envelope in which the submittals are enclosed as “Qualifications for Internal Control” and deliver to:

Qun Fang  
Finance Director  
Mid-Continent Public Library  
15616 E. US Highway 24  
Independence, MO 64050  
QFang@mymcpl.org

It is the intent of this RFQ to describe the required services in sufficient detail to secure comparable qualifications.

Appropriate questions from firms that are intended to clarify the contents of this RFQ must be submitted in writing and directed to Qun Fang, at the mailing or email address listed above.

SECTION VII: EVALUATION & SELECTION

The Library administrative staff will review and evaluate the proposals. Factors to be considered relative to the qualifications of the respondent will include, but not be limited to, credentials, experience, cost, perceived capability to perform the work, and input from reference contacts.

The Library reserves the right to reject any and all qualifications, to waive any irregularities in the qualifications received, and to accept the submittal deemed most advantageous to the best interest of the Library.

Mid-Continent Public Library is committed to equal opportunity. The Library will not discriminate against any respondent because of race, color, religion, sex, or national origin. The Library complies with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act, and other applicable State and Federal laws.

Likewise, the respondent will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The respondent agrees to comply with the Fair

The Library has a goal of supporting small businesses and businesses with inherent challenges. Consequently, Mid-Continent Public Library acknowledges the desirability to engage a firm certified by the Missouri Office of Equal Opportunity as Minority Business Enterprises (MBE) and/or Woman Owned Business Enterprises (WBE).

As a political subdivision of the State of Missouri, any contract or engagement developing from this RFQ is subject to the laws and regulations of the State governing its contracts, choice of law, venue, and other similar parameters for political subdivisions including RSMO Sec. 285.530.2. Pursuant to that section, any subsequent engagement or contract is contingent on providing the Library with an affidavit affirming enrollment and participation in a federal work authorization program respective to the employees working in connection with the services to be provided to Mid-Continent Public Library.