

Passed By
motion
5/23/17

**VILLAGE OF CHATHAM
PERFORMANCE AUDIT RFP**

PROJECT DESCRIPTION

The Village of Chatham is requesting proposals from qualified companies to perform an audit assessing the processes, efficiencies and effectiveness of the Village's operations and management. As such, the assessment is to: (1) include all aspects of management and the overall structure of operation of the Village; (2) provide an outline and understanding of the Village of Chatham's organizational structure and functions; (3) outline the efficiency and effectiveness of the overall processes and operations of the Village, including the services it provides; and (4) review and assess the job descriptions and qualifications of each employee and whether each department is operating financially efficient. The assessment should also include any recommendations on how to improve efficiency of Village operations and services, as well as a comparison between the Village and at least one or two other similarly situated communities to for comparison in terms of efficiency, performance results, workload and organizational structure.

PROPOSAL DETAILS

Any proposal submitted should contain the following and should be in simple letter form:

- (1) A brief background on the qualifications to undertake the audit, including specific experience evaluating and advising public bodies on operation and management issues;
- (2) The hourly rates for the individuals that will be working on the audit (if applicable); and
- (3) The projected timeline for completing the review and the process that will be utilized to conduct the audit; and
- (4) A projected total cost for the audit and, if willing, a not to exceed cost for the project.

SUBMISSION

If you desire to submit a proposal, please send it directly to the Village's Corporation Counsel, Jeff Jurgens, at the following address by Monday, June 12, 2016. Submissions may be made by email.

Jeff Jurgens
Sorling Northrup
1 North Old State Capitol Plaza, Suite 200
P.O. Box 5131
Springfield, IL 62705
Email: jjurgens@sorlinglaw.com

NOTE

The Village Board is asking for proposals on the costs associated with the work identified above, but has not yet authorized the work to be performed. Once proposals are received, it is anticipated the Village Board will review the proposals and then make a determination as to its next steps. The Village Board reserves the right not to accept any or all proposals.

Vote 5-1 MAU - No