

**MUNICIPAL TREASURER SERVICES
REQUEST FOR PROPOSALS
VILLAGE OF WINNEBAGO**

Issued: March 8, 2024

Proposals Due: March 27, 2024
1:00 p.m.

**Sealed Proposals must be returned to: Joseph Dienberg
Village of Winnebago
108 West Main Street
Winnebago, IL 61088**

INTRODUCTION: The Village of Winnebago invites qualified firms to submit proposals for the provision of Municipal Treasurer services. The Municipal Treasurer is a position of responsibility for a municipality according to local and State of Illinois prevailing ordinances and statutes. The statutory duties are outlined in detail below, as well as attached below and further details can be provided upon request.

The Village of Winnebago is a municipal government located in Winnebago County in Northern Illinois, 5 miles west of Rockford. The Village has an annual operating budget of approximately \$3,000,000, with 19 employees, including a mix of full and part-time, including office staff, police and public works. Winnebago's population is 2,903. The village operates on a calendar year budget cycle.

RESPONSE DATE: Your electronic written proposal must be received by Joseph Dienberg, no later than 1:00 p.m. on March 27, 2024. If proposals are submitted in a sealed envelope clearly marked, "Village Treasurer Proposal" please provide 3 print copies, plus one digital. It is the sole responsibility of the respondent to ensure that the Village of Winnebago receives its response by the time and date noted above.

Proposals will be reviewed on a rolling basis, and the Village may begin interviewing and contacting firms as proposals arrive. Late proposals will not be considered. Modifications by electronic notice or facsimile notice will not be accepted after 1:00 p.m. on March 27, 2024. All responses to this request must be received no later than 1:00 p.m. on March 27, 2024. Qualifications received after this date and time shall be returned unopened.

VILLAGE OF WINNEBAGO RESPONSES TO QUESTIONS FROM RESPONDENTS: Questions or requested clarifications regarding the requirements of this RFP must be addressed to Joseph Dienberg,

no later than March 20, 2024. The Village will provide a written email response that identifies every question submitted along with Village of Winnebago's answer to every respondent who requests a copy and who transmits his/her email address to Joseph Dienberg, no later than March 22, 2024. The Village will not respond to any clarification question(s) received after the established deadline of 1:00 p.m. on March 20, 2024.

SUBMISSION INFORMATION: Village of Winnebago reserves the right to accept any proposal, to reject any or all proposals, waive any and all requirements of this RFP, or to waive any informality in proposals received when such acceptance, rejection, or waiver is considered to be in the best interest of Village of Winnebago and its employees. This request does not obligate Village of Winnebago to pay any cost incurred by vendors related to submission of proposals in response to this RFP. Upon evaluation of the proposals, Village of Winnebago will identify companies who will be interviewed. Village officials will conduct interviews with a selection of the submitters in order to discuss technical and/or other aspects of the proposals, including pricing, after proposals have been submitted. Firms identified will be contacted to arrange a time for an interview.

Proposals must address each specification directly and to the point. Any deviation from the specifications must be noted. By submitting a proposal, the provider is indicating that he/she has read, understands, and agrees to all points in the specifications. Unsigned proposals will be rejected. Proposals should include a statement of any areas of possible "conflict of interest" with Village of Winnebago officials and employees.

SCOPE OF SERVICES: The selected firm will be responsible for the following duties, among others, as outlined in the attached job description:

JOB SUMMARY: The Treasurer accounts for the receipt of funds and is an appointed position by the Village President. The municipal treasurer is primarily responsible for managing the revenue and cash flow of the agency, banking, collection, receipt, reporting, custody, investment, or disbursement of municipal funds. He/she also typically advises the Finance Committee, Board of Trustees, and Village Administrator on matters relating to municipal finance. The selected firm would need to be in the Village of Winnebago village office four (4) days a week, for at least (4) hours a day during the onboarding process (up to 6 weeks if needed), and once a working rapport is established, the firm would only need to be in the village office in person two (2) days a week for four (4) hours a day. The firm will need to be able to be contacted by phone, email, or virtual call by village staff Monday-Friday, 8:00 AM-4:00 PM, and also attendance would be required at select Village Board Meetings and Finance Committee Meetings, typically held in the evening.

JOB DUTIES (INCLUDE, BUT NOT LIMITED, TO THE FOLLOWING):

- Perform a variety of assignments, some confidential in nature.
- Use of ERP Pro 9 Software (formerly InCode) to accomplish a variety of the duties below.
- Prepare and record revenues for deposit to the appropriate funds.
- Oversee the Administrative Assistant/Accounts Payable Clerk in the proper entry of "warrants" to be approved and paid at the Regular Monthly Board Meeting, or as according to policy.
- Processing checks, and transfer of funds to and from appropriate banks and bank accounts or overseeing the Administrative Assistant/Accounts Payable Clerk as assigned.
- Balance all funds at month-end. Reconcile all accounts, run applicable reports, and follow the month-end closing procedures.

- Manage all related documentation and files associated with the proper accounting of the funds, grants, and reports.
- Prepare the monthly reports to be presented for approval at the Regular Monthly Board of Trustees Meeting which includes the following: Bank Account Balances, Cash Flow Statement, Year-to-Date Revenues, Year-to-Date Expenses, List of Warrants to be approved for payment, Line-Item Transfers, and Construction in Progress Report.
- Provide the Village Administrator with copies of all monthly Financial Reports to be presented at Finance Committee Meetings and the Regular Monthly Board of Trustees Meetings, or any reports upon request.
- Prepare the Annual Appropriation Ordinance to be submitted to the Winnebago County Clerk and published in a publication of general circulation and posted on the IML website localpublicnotices.org.
- Prepare the Annual Treasurer's Report per statutory guidelines within six months from the end of the fiscal year.
- Publish the Annual Treasurer's Report per state statute (reference Illinois Municipal League Handbook for specifications) before October 31.
- Assist Auditors in the preparation of the Annual Audit: Provide documentation and respond to the auditor's request to complete the fiscal year-end report on time.
- Mail the Annual Financial Audit Report when completed by auditors to: State Comptroller's Office, County Clerk's Office, Warren & Associates, Chapman & Cutler, Illinois EPA, and Village Attorney.
- Prepare the Annual Property Tax Levy prepared in cooperation with the Village Attorney.
- Prepare Annually all 1099 NEC and 1099-Misc as required by the United States Department of Treasury – Internal Revenue guidelines.
- Prepare the Annual Budget by working with Department Heads, the Village Administrator, and Committee Chairs, etc., working to bring the Village into compliance with the GFOA Distinguished Budget Presentation Awards Program.
- Be the authorized signee on the Village-associated dispersing account.
- Send quarterly reports to the Illinois Municipal League Risk Management. (Payroll Audit and Hours Worked for each month for the quarter). Information is supplied to the Treasurer by the Clerk.

QUALIFICATIONS: The firm should possess the qualifications outlined in the attached job description.

PROPOSAL SUBMISSION: Interested firms should submit a comprehensive proposal, including:

- Cover letter expressing interest and summarizing qualifications.
- Detailed firm profile.
- Overview of relevant experience and past performance.
- Proposed approach to fulfilling the scope of services.
- References from previous and/or current clients.
- Clear pricing structure and fee schedule.

INDEMNIFICATION: The firm must indemnify, defend, and hold harmless the Village, its individual Board members, agents, firms and employees (collectively, "Indemnities"), from and against all claims for damage or loss to property, including claims of Village, third parties, and firm's or any subcontractor's employees, and any other claims, losses, damages, or expenses, including attorneys' fees, arising out of the performance of the services by firm, including, but not limited to, losses or damages caused in part by the Indemnities' own negligence (except to the extent prohibited by Illinois law).

METHOD OF SELECTION: Vendor selection shall be determined by an evaluation of the total content of the proposal submitted. The following will serve as the basic criteria for the selection of the firm chosen.

- Understanding of the work required by Village of Winnebago as evidenced by the proposal.
- The qualifications of the firm and the team assigned to the Village.
- Total resources of the firm that can be applied to the advantage of Village of Winnebago.
- The scope of services offered and to the extent to which they meet or exceed the requirements of the Village.

- The total cost of the services offered to Village of Winnebago.
- Village of Winnebago shall not be obligated to explain the results of the evaluation process to any firm.

GENERAL CONDITIONS

- A. No Obligation to Award. This RFP solicitation does not oblige Village of Winnebago to award a contract to any respondent. Village of Winnebago may, at its discretion, revise the selection process, the schedule of events, or anticipated date of award, may request further information from any respondent, or may withdraw this RFP in part or in its entirety.
- B. Proposal Participation. Any entity that has received this RFP directly from Village of Winnebago or indirectly through a third party is eligible to submit a proposal for the required services.
- C. Withdrawal A respondent may withdraw its proposal without prejudice to itself, by submitting a written request for its withdrawal to Joseph Dienberg, at any time during the entire selection process.
- D. Rejection of Proposal. Village of Winnebago may reject any and all proposals. Village of Winnebago will reject the proposal of any party who has been delinquent or unfaithful in any former contract with Village of Winnebago. The right is reserved to reject any or all proposals, and to waive technical defects, as the interests of Village of Winnebago are best served.
- E. Confidentiality All vendor-supplied materials, including response to the RFP, become the property of Village of Winnebago. The Village will respect the confidentiality of the information provided under each proposal and will work with all vendors to meet their confidentiality requirements, provided they are within reason. However, proposals are subject to the Freedom of Information Act. Proposals that do not qualify for the interview phase of the selection process will not be returned.
- F. Clarification/Submission of Questions. Request for clarification and questions must be received in writing by mail or email, prior to 1:00 p.m. on Wednesday, March 20, 2024 before the RFP due date. Village of Winnebago will respond to those questions either directly to the originator of the inquiry or to all potential respondents, as deemed appropriate.

DIRECT REQUESTS TO:

Joseph Dienberg
 Village Administrator
 Village of Winnebago
 jdienberg@villageofwinnebago.com

REQUEST FOR PROPOSAL COVER FORM

To:

Joseph Dienberg
Village of Winnebago
108 West Main Street
Winnebago, IL 61088

From: _____
Firm

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of RFP due date, to provide the specified items in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

_____ Firm Name	_____ Signature
_____ Address	_____ Print Name
_____ City, State, Zip Code	_____ Date
_____ Work Phone Number	_____ Work Email Address

By submitting a proposal, the provider is indicating that he/she has read, understands and agrees to all points in the proposal. Unsigned proposals will be rejected.

Please include 3 copies of the proposal.

State of Illinois Compiled Statute Relating to the Function and Duties of the Municipal Treasurer:
65 ILCS 5 Article 3.1 Division 35 Sections: -40 Treasurer Duties, -45 Reports, -50 Deposit of Funds,
-55 Personal Use of Funds, -60 Receipts and Expenditures, -65 Annual Accounts, -70 Copy of
Report to Collector, -75 Failure to File Account, -80 Violations and Penalties, -85 Special
Assessment of Funds

(65 ILCS 5/3.1-35-40) (from Ch. 24, par. 3.1-35-40)

Sec. 3.1-35-40. Treasurer; duties.

(a) The municipal treasurer shall receive all money belonging to the municipality and shall keep the treasurer's books and accounts in the manner prescribed by ordinance. These books and accounts shall always be subject to the inspection of any member of the corporate authorities. The municipality may, however, by ordinance designate a person or institution which, as bond trustee, shall receive from the county collector amounts payable to the municipality as taxes levied pursuant to a bond issuance.

(b) The treasurer shall keep a separate account of each fund or appropriation and the debits and credits belonging to the fund or appropriation.

(c) The treasurer shall give every person paying money into the treasury a receipt, specifying the date of payment and upon what account paid. The treasurer shall file copies of these receipts with the clerk, with the treasurer's monthly reports. If the treasurer has possession of money properly appropriated to the payment of any warrant lawfully drawn upon the treasurer, the treasurer shall pay the money specified in the warrant to the person designated by the warrant.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-45) (from Ch. 24, par. 3.1-35-45)

Sec. 3.1-35-45. Treasurer; reports. At the end of every month, and oftener if required by the corporate authorities, the municipal treasurer shall render an account under oath to the corporate authorities, or to an officer designated by ordinance, showing the state of the treasury at the date of the account and the balance of money in the treasury. The treasurer shall accompany the account with a statement of all money received into the treasury and on what account, together with all warrants redeemed and paid by the treasurer. On the day the treasurer renders an account, these warrants, with all vouchers held by the treasurer, shall be delivered to the municipal clerk and filed, together with the account, in the clerk's office. All paid warrants shall be marked "paid". The treasurer shall keep a register of all warrants, which shall describe each warrant, showing its date, amount, and number, the fund from which paid, the name of the person to whom paid, and when

paid.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-50) (from Ch. 24, par. 3.1-35-50)

Sec. 3.1-35-50. Treasurer; deposit of funds.

(a) The municipal treasurer may be required to keep all funds and money in the treasurer's custody belonging to the municipality in places of deposit designated by ordinance. When requested by the municipal treasurer, the corporate authorities shall designate one or more banks or savings and loan associations in which may be kept the funds and money of the municipality in the custody of the treasurer. When a bank or savings and loan association has been designated as a depository, it shall continue as a depository until 10 days have elapsed after a new depository is designated and has qualified by furnishing the statements of resources and liabilities as required by this Section. When a new depository is designated, the corporate authorities shall notify the sureties of the municipal treasurer of that fact in writing at least 5 days before the transfer of funds. The treasurer shall be discharged from responsibility for all funds or money that the treasurer deposits in a designated bank or savings and loan association while the funds and money are so deposited.

(b) The municipal treasurer may require any bank or savings and loan association to deposit with the treasurer securities or mortgages that have a market value at least equal to the amount of the funds or moneys of the municipality deposited with the bank or savings and loan association that exceeds the insurance limitation provided by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

(c) The municipal treasurer may enter into agreements of any definite or indefinite term regarding the deposit, redeposit, investment, reinvestment, or withdrawal of municipal funds.

(d) Notwithstanding any other provision of this Act or any other law, each official custodian of municipal funds, including, without limitation, each municipal treasurer or finance director or each person properly designated as the official custodian for municipal funds, including, without limitation, each person properly designated as official custodian for funds held by an intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities, is permitted to:

(i) combine moneys from more than one fund of a single municipality, risk management entity, self-insurance pool, or other intergovernmental entity

composed solely of participating municipalities for the purpose of investing such moneys;

(ii) join with any other official custodians or treasurers of municipal, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity composed solely of participating municipalities for the purpose of jointly investing the funds of which the official custodians or treasurers have custody; and

(iii) enter into agreements of any definite or indefinite term regarding the redeposit, investment, or withdrawal of municipal, risk management entity, self-insurance agency, waste management agency, or other intergovernmental entity funds.

When funds are combined for investment purposes as authorized in this Section, the moneys combined for those purposes shall be accounted for separately in all respects, and the earnings from such investment shall be separately and individually computed, recorded, and credited to the fund, municipality, intergovernmental risk management entity, self-insurance pool, waste management agency, or other intergovernmental entity, as the case may be, for which the investment was acquired.

Joint investments shall be made only in investments authorized by law for investment of municipal funds. The grant of authority contained in this subsection is cumulative, supplemental, and in addition to all other power or authority granted by any other law and shall not be construed as a limitation of any power and authority otherwise granted.

(e) No bank or savings and loan association shall receive public funds as permitted by this Section unless it has complied with the requirements established by Section 6 of the Public Funds Investment Act.

(f) In addition to any other investments or deposits authorized under this Code, municipalities are authorized to invest the funds and public moneys in the custody of the municipal treasurer in accordance with the Public Funds Investment Act.

(Source: P.A. 98-297, eff. 1-1-14.)

(65 ILCS 5/3.1-35-55) (from Ch. 24, par. 3.1-35-55)

Sec. 3.1-35-55. Treasurer; personal use of funds. The municipal treasurer shall keep all money belonging to the municipality and in the treasurer's custody separate and distinct from the treasurer's own money and shall not use, either directly or indirectly, the municipality's money or warrants for the personal use and benefit of the treasurer or

of any other person. Any violation of this provision shall subject the treasurer to immediate removal from office by the corporate authorities, who may declare the treasurer's office vacant.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-60) (from Ch. 24, par. 3.1-35-60)

Sec. 3.1-35-60. Treasurer; receipts and expenditures. The municipal treasurer shall report to the corporate authorities, as often as they require, a full and detailed account of all receipts and expenditures of the municipality, as shown by the treasurer's books, up to the time of the report.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-65) (from Ch. 24, par. 3.1-35-65)

Sec. 3.1-35-65. Treasurer; annual accounts.

(a) Within 6 months after the end of each fiscal year, the treasurer of each municipality having a population of less than 500,000, as determined by the last preceding federal census, shall annually prepare and file with the clerk of the municipality an account of moneys received and expenditures incurred during the preceding fiscal year as specified in this Section. The treasurer shall show in the account:

(1) All moneys received by the municipality, indicating the total amounts, in the aggregate, received in each account of the municipality, with a general statement concerning the source of receipts. In this paragraph, the term "account" does not mean each individual taxpayer, householder, licensee, utility user, or other persons whose payments to the municipality are credited to a general account.

(2) Except as provided in paragraph (3) of this subsection (a), all moneys paid out by the municipality where the total amount paid during the fiscal year exceeds \$2,500 in the aggregate, giving the name of each person to whom moneys were paid and the total paid to each person.

(3) All moneys paid out by the municipality as compensation for personal services, giving the name of each person to whom moneys were paid and the total amount paid to each person from each account, except that the treasurer may elect to report the compensation for personal services of all personnel by name, listing each employee in one of the following categories:

- (A) under \$25,000.00;
- (B) \$25,000.00 to \$49,999.99;

- (C) \$50,000.00 to \$74,999.99;
- (D) \$75,000.00 to \$99,999.99;
- (E) \$100,000.00 to \$124,999.99; or
- (F) \$125,000.00 and over.

(4) A summary statement of operations for all funds and account groups of the municipality, as excerpted from the annual financial report as filed with the appropriate State agency.

(b) Upon receipt of the account from the municipal treasurer, the municipal clerk shall publish the account at least once in one or more newspapers published in the municipality or, if no newspaper is published in the municipality, then in one or more newspapers having a general circulation within the municipality. In municipalities with a population of less than 500 in which no newspaper is published, however, publication may be made by posting a copy of the account in 3 prominent places within the municipality.

(Source: P.A. 92-354, eff. 8-15-01.)

(65 ILCS 5/3.1-35-70) (from Ch. 24, par. 3.1-35-70)

Sec. 3.1-35-70. Treasurer; copy of report filed with collector. Within 6 months after the end of each fiscal year the treasurer of each municipality, as provided in Section 3.1-35-65, shall file with each town or county collector of taxes who collects taxes levied by the municipality a copy of the annual account that is required to be filed with and published by the municipal clerk, as provided in Section 3.1-35-65, together with an affidavit of the municipal clerk stating that the copy is a true and correct copy of the annual account filed with the clerk, that it was published or posted as required by Section 3.1-35-65, the date of the filing and publication or posting, and, if published, the newspaper in which it was published.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-75) (from Ch. 24, par. 3.1-35-75)

Sec. 3.1-35-75. Treasurer; failure to file account. If a municipal treasurer fails to file the annual account and affidavit with the town or county collector within 6 months after the end of a fiscal year as required by Section 3.1-35-70, the town or county collector, as the case may be, shall withhold payment to the treasurer of any and all moneys due the municipality after the expiration of that 6 month period and until the annual account and affidavit are received by the collector. The failure of a municipal treasurer or municipal

clerk to comply with the provisions of Sections 3.1-35-65 and 3.1-35-70 within 6 months after the end of a fiscal year shall not preclude the treasurer or clerk or the other officers of the municipality from preparing, publishing or posting, and filing the annual account and affidavit after the expiration of that 6 month period. If the clerk, treasurer, or other officers later comply with the provisions of this Division 35, the town or county collector, as the case may be, shall pay over to the municipal treasurer the moneys withheld by the collector immediately upon the filing of the annual account and affidavit with the collector.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-80) (from Ch. 24, par. 3.1-35-80)

Sec. 3.1-35-80. Violations and penalties. A public officer who fails, neglects, or refuses to discharge any duty imposed on that officer by Sections 3.1-35-65 through 3.1-35-75, or who violates any provisions of Sections 3.1-35-65 through 3.1-35-80, is guilty of a petty offense and upon conviction shall be fined not less than \$25 nor more than \$100, in addition to any other penalties prescribed by law.

(Source: P.A. 87-1119.)

(65 ILCS 5/3.1-35-85) (from Ch. 24, par. 3.1-35-85)

Sec. 3.1-35-85. Treasurer; special assessment funds. All money received on a special assessment shall be held by the municipal treasurer as a special fund to be applied to the payment of the improvement for which the assessment was made, and the money shall be used for no other purpose, except to reimburse the municipality for money expended for the improvement.

(Source: P.A. 87-1119.)