VILLAGE OF DOLTON

Tiffany A. Henyard……Mayor

Alison Key……..……Village Clerk

TRUSTEES

Andrew Holmes Stanley Brown Kiana L. Belcher

Tammie Brown Brittney Norwood Jason House

April 7, 2025

REQUEST FOR PROPOSALS (RFP)
Forensic Audit Services – Water, Housing, and Police Departments
Issue Date: 03/07/2025
Submission Deadline: April 30, 2025

1. Introduction

The Village of Dolton, located in Cook County, in the State of Illinois, is soliciting proposals from qualified, independent certified public accounting firms or forensic audit firms to conduct a comprehensive forensic audit of the municipality's Water Department, Housing Department, and Police Department. This audit is intended to investigate and evaluate potential financial irregularities, fraud, or mismanagement of funds.

2. Background

The Village Dolton provides a variety of essential services to residents, including water supply, public works, housing, licensing, inspection and law enforcement. Concerns have been raised by internal and external stakeholders regarding potential mismanagement and improper use of municipal funds within these departments. The municipality seeks to retain a qualified firm to conduct a detailed forensic audit to ensure transparency, accountability, and to recommend corrective actions if necessary.

3. Scope of Services

The selected firm shall:

- Conduct a forensic audit covering fiscal years August 1, 2021 to March 31, 2025.
- Focus on identifying:
    - Fraudulent financial activity
    - Misappropriation or mismanagement of funds
    - Inappropriate or unauthorized transactions
    - Internal control weaknesses
    - Non-compliance with applicable laws, regulations, and municipal policies

- Departments to be audited:
  - Water Department
  - Housing Department
  - Police Department
- Review of transactions, contracts, grants, procurements, payroll, expense reimbursements, and financial reporting
- Provide a detailed final report with:
  - Executive summary
  - Findings and evidence
  - Assessment of internal controls
  - Recommendations for corrective actions and process improvements
- Present findings to the Village of Dolton Board in a public or executive session, as determined by the municipality

4. Proposal Requirements

Each proposal must include:

- Company background and qualifications
- Relevant forensic audit experience (especially with public sector clients)
- Team composition and bios of key personnel
- Approach and methodology
- Estimated timeline and project schedule
- Cost proposal (itemized by phase, if applicable)
- References from at least three similar engagements
- Confirmation of independence and no conflict of interest

5. Submission Instructions

- Deadline for submission: April 30, 2025
- Submission format: PDF format, submitted electronically to Clerk Alison Key (akey@vodolton.org)
- Hard copies (if required): Attention Clerk Alison Key, Village of Dolton, 14122 Dr. Martin Luther King Jr. Drive, Dolton, IL 60419
- Questions regarding the RFP must be submitted in writing by April 15, 2025 to Clerk Alison Key (akey@vodolton.org)

6. Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and experience of the firm and personnel
- Understanding of scope and methodology
- Past performance and references
- Proposed timeline
- Cost effectiveness
- Responsiveness to RFP requirements

7. Additional Information

- The municipality reserves the right to reject any or all proposals.
- The selected firm will be required to sign a non-disclosure agreement and comply with all municipal, state, and federal regulations.
- This RFP does not commit the municipality to award a contract or pay any costs incurred in preparation of a proposal.

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Issued by:
Keith Freeman
Village Administrator
Office of Administration
Village of Dolton
(708) 201-3348
kfreeman@vodolton.org

Best regards,
Keith Freeman, Village Administrator