

# REQUEST FOR PROPOSALS FOR CERTIFIED PUBLIC ACCOUNTANT



Rogers Park Business Alliance, the business, community and economic development organization for Rogers Park, seeks a Certified Public Accountant to conduct audits in a government format for the organization and its four Special Service Areas (SSA); Howard Street SSA #19, Clark/Morse/Glenwood SSA #24, Devon SSA #43 and Sheridan Road SSA #54 for the 2017, 2018 and 2019 fiscal years. All financial records are kept by a Certified Public Accountant in QuickBooks. Data files and reports will be made available for auditing. Audits must be delivered to the Rogers Park Business Alliance by March 31.

You are welcome to submit a proposal for furnishing audit services for Rogers Park Business Alliance and the four SSAs according to the SCHEDULE OF WORK.

**The audits must be conducted in accordance with generally-accepted accounting principles to include the following documents:**

1. Statement of Net Positions and Governmental Funds Balance Sheet
2. Statement of Activities and Governmental Funds Revenues, Expenditures and Changes in Fund Balances
3. Statement of Revenues and Expenditures: Budget and Actual including comparative financial statements (period being audited compared to the previous year, (e.g. columns should be 2017 Budget, 2017 Actual, Variance, 2016 Budget, 2016 Actual, Variance)
4. Notes to the Financial Statements
5. Reconciliation of Government Funds Balance Sheet to Statement of Net Position
6. Reconciliation of Governmental Funds, Revenues, Expenditures, and Changes in Fund Balance to Statement of Activities
7. Summary of Schedule of Findings

**The following are NOT required:**

1. Additions to field work and reporting standards
2. Specific CPE requirements for Yellow Book

**Please include the following information with your RFP response:**

1. Qualifications of the CPA Firm, management and staff, including experience in auditing like entities and government model audits
2. Whether the proposed staff has received continuing professional education during the previous two years
3. A copy of a peer review result within the past three years
4. Whether the CPA Firm has been the object of any disciplinary action during the past three years
5. Whether the CPA Firm maintains an active license in the State of Illinois
6. The audit fee for one year and for an optional three-year agreement
7. Three professional references

Final selection will be made based on these factors and proposed fee. Preference will be given for City of Chicago firms. MBE/WBE firms are strongly encouraged to apply.

**RFP response deadline is December 8, 2017.** Proposals must be submitted to the attention of Sandi Price at [sprice@rpba.org](mailto:sprice@rpba.org) or sent to 1448 W. Morse, Chicago, IL 60626.

For questions concerning this request for proposal Sandi Price at [sprice@rpba.org](mailto:sprice@rpba.org). When submitting your proposal, include the name of the contact person at the firm.

This letter is not to be construed as a contract or commitment of any kind.

Sincerely,

Sandi Price

A handwritten signature in cursive script that reads "Sandi Price".

Executive Director

**SCHEDULE OF WORK**

**I Scope of Audit Services**

The audit is a single audit (A-133), and will cover the period from January 1, 2017 to December 31, 2017. In addition to an audit of Rogers Park Business Alliance, four SSA accounts will be audited for the same fiscal year. If all work is completed to the satisfaction of Rogers Park Business Alliance, this contract will be extended for a total three-year contract. A post-audit presentation to the staff and each governing boards is required as part of this contract (no fewer than one, may be up to five).

The firm shall audit the accounts and records in strict accordance with the standards and guidelines identified in the cover letter.

**II Fee Schedule**

The parties hereto agree that in consideration for performing the services herein, Rogers Park Business Alliance shall compensate the Firm in the amount of <\$AMOUNT>, which covers **all costs and expenses**. The fee is based on the following schedule:

1) Partner:	\$____/hr.:	Est. Person Hours	_____	\$ _____
2) Manager:	\$____/hr.:	Est. Person Hours	_____	\$ _____
3) Senior:	\$____/hr.:	Est. Person Hours	_____	\$ _____
4) Staff:	\$____/hr.:	Est. Person Hours	_____	\$ _____
5) Clerical:	\$____/hr.:	Est. Person Hours	_____	\$ _____
			Total	\$ _____

Payment will occur upon receipt of invoices to grantee. All invoices must split out the cost(s) related to each SSA from costs related to Rogers Park Business Alliance.

**III Time of Performance**

The services of the Firm are to commence as soon as possible after the contract is signed. Drafts are due no later than March 9, 2018, with final documents due March 31, 2018.

**IV Termination**

Rogers Park Business Alliance reserves the right to terminate the services of the Firm by giving at least three (3) days written notice of the fact and time of such termination. In such event all finished or unfinished work prepared by the Firm shall become the property of Rogers Park Business Alliance and the Firm shall be entitled to compensation for satisfactory work under this agreement.

**V Other**

The Firm shall provide PDF versions for each of the five audit reports.