

# REQUEST FOR PROPOSALS FOR CERTIFIED PUBLIC ACCOUNTANT (AUDITOR)



Rogers Park Business Alliance (“RPBA”), the business, community and economic development organization for Rogers Park, seeks a Certified Public Accountant (“Firm”) to conduct audits in a government format for the organization and its four Special Service Areas (collectively, the “SSAs”); Howard Street SSA #19, Clark/Morse/Glenwood SSA #24, Devon Avenue SSA #43 and Sheridan Road SSA #54 for the 2020 fiscal year. Form 990 tax returns will also be filed in a timely manner. There is an option to renew for 2021 and 2022. All financial records are kept by a Certified Public Accountant in separate company files in QuickBooks desktop. Data files and reports will be made available for auditing. Draft audits must be delivered to RPBA by March 31, 2021.

Firms are welcome to submit a proposal for furnishing audit services for RPBA and the 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 2020 Budget, 2020 Actual, Variance, 2019 Budget, 2019 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 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 Firm has been the object of any disciplinary action during the past three years
5. Whether the Firm maintains an active license in the State of Illinois
6. The audit fee for one year and for an optional two-year extension
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 1, 2020.** 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, contact 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,

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

Sandi Price  
Executive Director  
Rogers Park Business Alliance

## SCHEDULE OF WORK

### I Scope of Audit Services

The audit will cover the period from January 1, 2020 to December 31, 2020. In addition to an audit of RPBA, four SSA accounts will be audited for the same fiscal year. If all work is completed to the satisfaction of RPBA, 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, RPBA 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 for RPBA and each SSA should be submitted separately.

### 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 31, 2021, with final documents due April 15, 2021.

### IV Termination

RPBA 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 RPBA 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. Tax returns should be filed in a timely manner.