

# **Greater Auburn Gresham Development Corporation**

## **Request for Proposal Due Date: January 31, 2018**

### **Request for Proposal (RFP) to engage CPA Firm in accounting and auditing services for the Auburn Gresham Ashland Avenue Special Service Area #32**

#### **I. Organization Overview:**

The Greater Auburn Gresham Development Corporation (GAGDC) is the “Service Provider” for the 80th to 95th/Ashland Avenue Special Service Area #32 (SSA#32). The role of the Service Provider includes but is not limited to managing the following SSA#32 programs:

1. Advertising and Promotion
2. Public Way Maintenance
3. Tenant Retention/Attraction
4. Façade Improvements
5. Safety Programs
6. District Planning
7. Parking/Transit/Accessibility
8. Administration and Management of SSA

The above programs are financed by a 1.036% tax levy authorized by the City of Chicago. The annual tax levy generates approximately \$415,000 per year.

SSA#32 program area general boundaries include both sides of Ashland Avenue, between 80<sup>th</sup> Street on the North and 95<sup>th</sup> Street on the South.

#### **II. Requested Scope of Services:**

1. Complete audit of SSA#32 Programs
2. Audit must reflect expenditures as categorized by budget approved by city of Chicago (see attached sample of budget).
3. Audit process begins **February 19, 2018** and must be completed by **April 20, 2018**

### **III. Required Activities:**

1. To clearly understand requested services, CPA firm must read and understand the “Agreement” between the City of Chicago and Greater Auburn Gresham Development Corporation (GAGDC), the Service Provider for SSA#32 (particularly Sections 4 and 5 of the Agreement).
2. The CPA firm must test the Contractor’s compliance with Agreement and disclose all exceptions in a separate schedule, titled “Summary of Schedule Findings”.
3. If there are no exceptions to the Agreement, a separate schedule titled “Summary of Schedule Findings” shall be included with an affirmative statement from the audit that states ‘no exceptions were noted’.

### **IV. Required Information from the CPA Firm:**

1. Detailed description on how the audit will be performed during the first and subsequent years.
2. Qualifications of the CPA Firm – management and staff background
3. Policies on key staff changes.
4. Describe whether the proposed staff has received continuing professional education during the past 2 years.
5. Describe whether or not the CPA firm has received a positive peer review in the past 3 years.
6. Describe whether or not the CPA firm is independent as defined by applicable auditing standards.
7. Describe whether or not the CPA firm has been the object of any disciplinary action during the past 4 years.
8. Does the CPA firm maintain active licenses in the State of Illinois?
9. What is the audit fee?

**Please return completed response to RFP to:**

<b>Cheryl Johnson, Consultant</b> <b>7903 S. Racine</b> <b>Chicago, Illinois 60620</b> <b><u><a href="mailto:cheryl@cjohnsonandassociates.com">cheryl@cjohnsonandassociates.com</a></u></b>	<b>and</b>	<b>Carlos Nelson, Executive Director</b> <b>GADC</b> <b>1159 W. 79<sup>th</sup> Street</b> <b>Chicago, Illinois 60620</b>
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