



RFP for West Town SSA #29 2024 Audit

The West Town Chamber of Commerce is seeking a Certified Public Accountant to conduct an audit in a government format of the West Town SSA 29 for the 2024 fiscal year.

The audit 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 (period being audited compared to the previous year - e.g. columns should be 2024 Budget, 2024 Actual, Variance, 2023 Budget, 2023 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:

- Additions to field work and reporting standards
- Specific CPE requirements for Yellow Book

Within BID, specify:

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 2 years
3. 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

Timeline

The audit must be delivered to the West Town Chamber of Commerce by March 30, 2025.

Added Value

Indicate if the company brings added value beyond what has already been stated. Is the company local?

References

Submit at least three references with bid.

Submission Information

Please submit bids by Tuesday, November 13, 2024.

Proposals should be sent to:

ggerken@westtownchamber.org (email is preferred)
West Town Chamber of Commerce
1819 W. Chicago Ave.
Chicago, IL 60622

If you have any questions prior to submission, please contact Gaby Gerken, Director of Community Development, at (312) 850 - 9390 or ggerken@westtownchamber.org.

Exhibit A: Contract Rider

1. All contracts are made with the West Town Chamber of Commerce. Project management will be the responsibility of WTCC staff. All invoices and inquiries shall be directed to WTCC staff.
2. 15% of the full contract amount will be held until full and satisfactory completion of the contract. If the contract is to be billed in installments, then 15% of each invoice will be held until full and satisfactory completion of the contract.
3. WTCC reserves the right to pay invoices upon satisfactory inspection of work completed. Inspection of work will take place within 5 business days of receipt of invoice. If work is not deemed satisfactory, contractor will address issues identified by WTCC staff and/or SSA 29 Commission, and will receive payment upon satisfactory inspection of work completed.
4. Proof of proper insurance certificate and additional insured must be submitted before any contract will be fully executed.