

Request for Proposals: 2021 SSA Audit Services for Oak St. SSA 75
Issued October 19, 2021

Proposal Submission Deadline:

November 15, 2021

Submit Questions and Proposal to:

Gina Caruso
Oak St SSA Program Manager, Oak Street Council
oakstssa@gmail.com 312-802-9290

Client:

Oak Street Council, an Illinois non-for-profit organization.

Contract Type:

The contract between the selected contractor and the Oak Street Council will be a subcontract to the Oak Street Council's 2022 Sole Service Provider Agreement with the City of Chicago to manage the Oak St SSA. The 2022 Agreement is anticipated to be approved by the City and to be similar if not the same as the 2021 Agreement (see attached Agreement).

Overview:

The Oak Street Council ("OSC), the business organization for Oak Street, seeks a Certified Public Accountant ("Firm") to conduct an audit in a government format for Oak St. Special Service Area #75 ("Oak St SSA") for the 2021 fiscal year (1/1/21-12/31/21). Form 990 tax returns will also be filed in a timely manner. There is an option to renew the agreement for 2022 and 2023.

All financial records are kept by the organization's bookkeeping contractor in separate company files in QuickBooks desktop. Data files and reports will be made available for auditing.

A draft audit must be delivered to OSC by March 31, 2022 with a final audit delivered by April 15, 2022. The selected firm must present the audit to the Oak St SSA Commission at a meeting tentatively scheduled for Tuesday, April 19, 2022.

Schedule of Work:

The audit must comply with the OSC's 2022 City of Chicago Service Provider Agreement audit requirements, specifically Exhibit 8 "Additional Audit Requirements", which are anticipated to be similar to the 2021 SSA Agreement. See Exhibit 8 "Additional Audit Requirements" in the Service Provider Agreement.

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 including comparative financial statements (period being audited compared to the previous year for any future contracts the vendor may receive after the initial year of the Oak St SSA.)

4. Statement of Cash Flows
5. Notes to the Financial Statements
6. Reconciliation of Government Funds Balance Sheet to Statement of Net Position
7. Reconciliation of Governmental Funds, Revenues, Expenditures, and Changes in Fund Balance to Statement of Activities
8. Summary of Schedule of Findings that also includes the management responses until the CPA firm and/or the City consider the findings sufficiently remedied.
9. Upon issuance of the final audit, the CPA firm shall confirm it is not on the City's debarred vendor list.

Expense descriptions included in the Statement of Activities must correspond to the expense descriptions in the budget submitted to the City.

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:

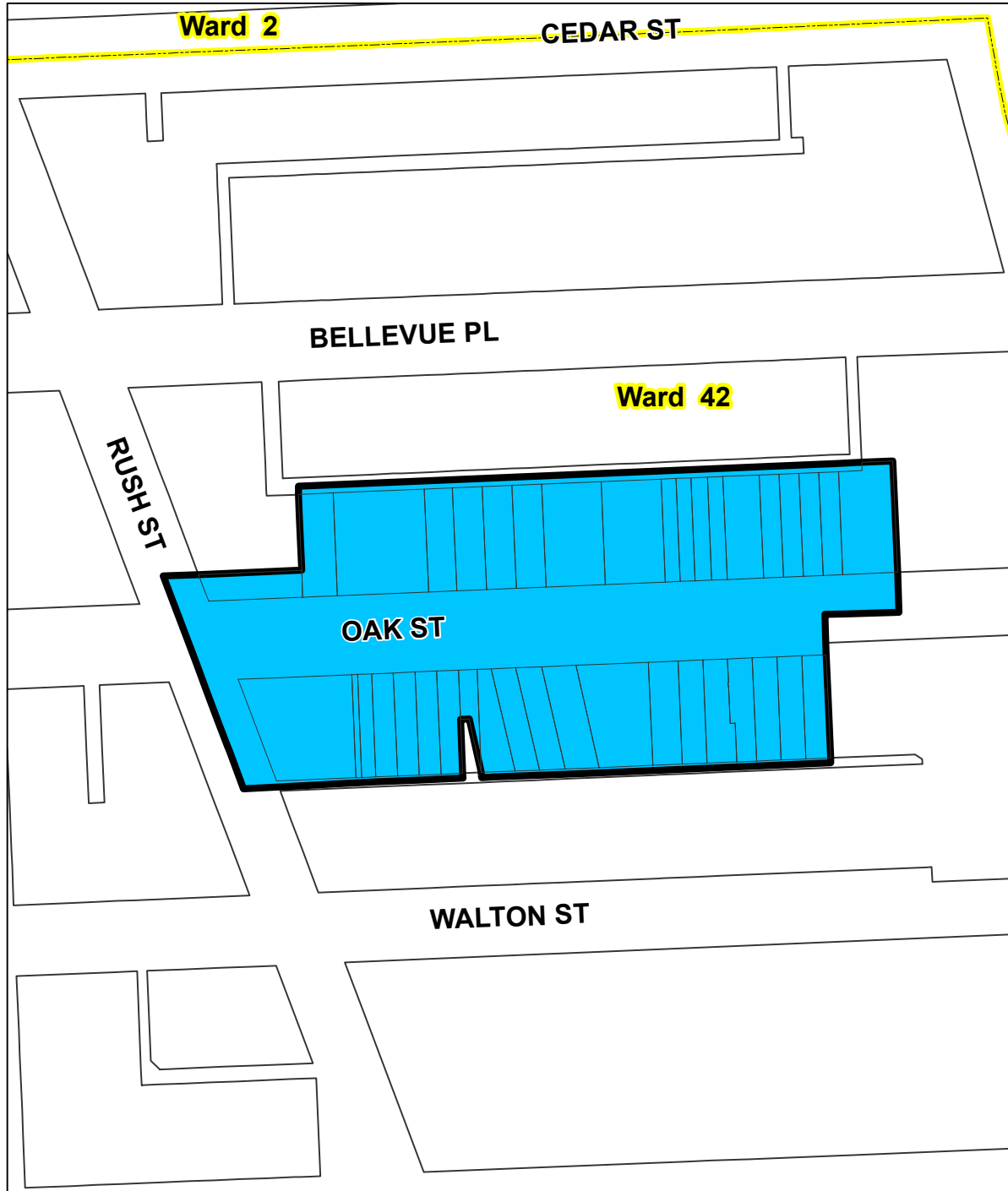
1. Qualifications of the Firm, management, and staff, including experience in auditing like entities and government model audits
2. Whether the proposed staff has received continuing professional education during the previous two years
3. A copy of a peer review result within the past three years
4. Whether the Firm has been the object of any disciplinary action during the past three years
5. Your Firm's active license in the State of Illinois and key personnel to this contract in the State of Illinois
6. The audit fee for one year and for an optional two-year extension
7. Three professional references, two of which must be other SSA Service Provider Agencies

Final selection will be made based on these factors, the evaluation criteria set forth in Exhibit 8 of the Service Provider Agreement, and proposed fee. Preference will be given for City of Chicago firms. MBE/WBE firms are strongly encouraged to apply.

RFP response deadline is **November 15, 2021**. Proposals must be submitted as one PDF document to the attention of Gina Caruso, Oak St SSA Program Manager at oakstssa@gmail.com. For questions concerning this request for proposal, contact Gina Caruso at oakstssa@gmail.com. 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. Firms may request to inspect records or obtain clarifications regarding this RFP up to one week prior to the due date of the proposal. Thank you for your time and consideration!

Oak St SSA Boundary (area in blue)



- Legend**
- Oak Street
 - Other SSA
 - TIF
 - Ward

**Oak Street
SSA #75**

