



April 7, 2018

## **REQUEST FOR PROPOSAL FOR CERTIFIED PUBLIC ACCOUNTANT**

The South East Chicago Commission seeks a Certified Public Accountant to conduct audits in a government format of Special Service Area #61 for the 2017 fiscal year. The audits must be delivered to the South East Chicago Commission (service provider) by May 30, 2018.

### **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 (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:**

- Additions to field work and reporting standards
- 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 2 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.



RFP response deadline is April 14, 2018. Please submit responses to:

Eric E. Reaves  
SSA Director  
South East Chicago Commission  
1511 East 53<sup>rd</sup> Street  
Chicago, IL 60615