



REQUEST FOR PROPOSAL

CHATHAM BUSINESS ASSOCIATION SBDI

Request for Proposal (RFP) to engage CPA Firm in accounting and auditing services for Chatham Cottage Grove Special Service Area #51 ("SSA 51)

Proposals are due no later than 5:00 p.m. Friday, February 24, 2012 via email to melkelcba@sbcglobal.net; or deliver three (3) copies to Chatham Business Association SBDI, 8441 South Cottage Grove, Chicago, IL 60619.

I. Organization Overview:

Chatham Business Association Small Business Development Inc. entered into an Agreement with the City of Chicago on December 8, 2010 to become the "Service Provider" for the Chatham Cottage Grove Street Special Service Area #51 (SSA#51). The role of the Service Provider includes but is not limited to managing the following SSA#51 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 1.4% tax levy authorized by the City of Chicago. The tax levy for 2011 is expected to generate approximately \$996,000. SSA#51 program area general "boundaries" begin at 95th and Stony Island going west to include only north side of 95th Street to Dobson; then both sides of 95th street to Cottage Grove; Then north along both sides of Cottage Grove to include both sides of 87th Street between Champlain and Ingleside; as well as the shopping mall on the west side of Cottage Grove between 87th Street and 84th Street; then north along Cottage to 79th Street to include both sides of 79th Street between Champlain and Greenwood; then north along Cottage Grove to 75th Street to include both sides of 75th street between Indiana and Drexel.

II. Requested Scope of Services:

1. Complete audit of SSA# 51 Programs
2. Audit must reflect expenditures as categorized by budget approved by city of Chicago (view budget for SSA #51 at www.CBAccc.org/SSA #51).
3. Audit begins March 1, 2012 and must be completed by April 20, 2012



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III. Required Activities:

1. To clearly understand requested services, CPA firm must read and understand the "Agreement" between the City of Chicago and Chatham Business Association SBDI (CBA), the Service Provider for SSA#51 (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. Describe whether the CPA firm has been the object of any disciplinary action in the past 3 years.
9. Does the CPA firm maintain active licenses in the State of Illinois?
10. What is the audit fee?

Please return completed response to RFP to:

Melinda Kelly, Executive Director
Karletta Kelly, SSA Program Manager,
CHATHAM BUSINESS ASSOCIATION SBDI
8441 South Cottage Grove,
Chicago, Illinois 60619
melkelCBA@sbcglobal.net
CBAworks.org

Questions: Contact Melinda Kelly re Administration of the program and/or Karletta Kelly, SSA #51 Program Manager (773) 994-5006.