



## **REQUEST FOR BOOKKEEPING & ACCOUNTING SERVICES PROPOSAL (RFP)**

### **Little Village Chamber of Commerce and Special Service Area #25 (SSA #25)**

Issue Date: June 1, 2025

Proposal Due Date: June 20, 2025

Contact Person: Blanca Soto

Email: [Blanca@littlevillagechamber.org](mailto:Blanca@littlevillagechamber.org)

Phone: 773-521-5387

#### **1. Introduction**

The Little Village Chamber of Commerce (LVCC), a nonprofit organization serving the Little Village business community, seeks proposals from qualified firms or individuals to provide professional bookkeeping and accounting services. This RFP also includes services for Special Service Area #25 (SSA #25), a designated district within the City of Chicago providing enhanced services funded through a local property tax levy.

#### **2. Organizational Background**

LVCC serves as a business advocate and resource, supporting economic development, business retention, and community engagement in the Little Village neighborhood.

SSA #25, managed by LVCC, provides additional services including street maintenance, safety programs, beautification efforts, and business support initiatives. SSA activities are funded and regulated through the City of Chicago's Department of Planning and Development.

#### **3. Scope of Services**

The selected contractor will provide the following services for both LVCC and SSA #25:

##### **General Accounting & Bookkeeping**

- Maintain accurate general ledgers and financial records
- Record income, expenses, receivables, and payables
- Monthly bank and credit card reconciliations
- Process payroll and payroll tax filings (as needed)

##### **Financial Reporting**

- Monthly financial reports (Balance Sheet, Income Statement, Budget vs. Actual)
- Grant tracking and funder reporting as applicable
- Annual financial reporting preparation

**Compliance & Audit Support**

- Assist with City of Chicago reporting requirements
- Prepare schedules and documents for the City's annual audit of SSA #25
- Support LVCC in its annual financial review/audit with independent auditors

**Consultation**

- Provide financial analysis and strategic consultation as requested
- Attend monthly LVCC Board & SSA Commission meetings (*as needed*)
- Advise on budgeting and cash flow management

**4. Proposal Requirements**

Interested firms/individuals should submit a proposal including the following:

- Company Information: Name, address, years in business, and primary contact.
- Qualifications: Provide a description of your experience with nonprofit and SSA accounting.
- Team: Bios/resumes of key personnel involved.
- References: At least three (3) client references, preferably including SSA or nonprofit organizations
- Technology: QuickBooks Online Software.
- Pricing: Detailed fee structure (hourly or flat monthly rate), as well as any additional costs.

**5. Evaluation Criteria**

Proposals will be evaluated based on:

- Relevant experience, particularly with nonprofit and SSA financials.
- Cost-effectiveness and transparency of the fee structure.
- Strength and clarity of proposed approach.
- References and prior performance.
- Familiarity with the City of Chicago's SSA regulations (preferred).

**6. Submission Instructions**

Please submit proposals electronically in PDF format by June 20, 2025, at 5:00 PM to:

blanca@littlevillagechamber.org

Subject Line: Proposal – Bookkeeping & Accounting Services for LVCC and SSA #25

**7. Additional Information**

- LVCC reserves the right to reject any or all proposals.
- Incomplete proposals will not be considered.

**8. Questions**

Questions may be directed to:

Blanca Soto, Chief Operating Officer

Email: Blanca@littlevillagechamber.org

Phone: 773-521-5387

Deadline for questions: June 19, 2025