



REQUEST FOR PROPOSAL FOR A CERTIFIED PUBLIC ACCOUNTANT FOR YEARLY SSA AUDIT

The Little Village—26th Street Area Chamber of Commerce, Inc. seeks a Certified Public Accountant to conduct an audit of Special Service Area #25 in government format for the 2025 fiscal year. All financial records are kept in QuickBooks. Data files and reports will be made available for auditing.

The audit must be completed and delivered to the Little Village – 26th Street Area Chamber of Commerce, Inc./SSA #25 office (3610 W. 26th St., 2nd Floor, Chicago, IL. 60623) by April 1, 2026.

The Audit must be conducted in accordance with generally accepted accounting principles, to include the following documents:

1. Statement of Net Positions and Governmental Fund Balance Sheet
2. Statement of Activities and Governmental Funds Revenues, Expenditures, and changes in fund balances
3. Statement of Revenue and Expenditures: Budget and Actual (period being audited compared to the previous year, e.g., columns should be 2025 budget, 2025 actual, variance, 2024 Budget, 2024 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 Scheduled Findings

The following are NOT required:

1. Additions to field work and reporting standards
2. Specific CPE requirements for the Yellow Book

Please include the following information with your RFP response:

1. Qualifications of the CPA Firm, management, and staff, including experience in auditing during the entities and government model audits
2. Whether the proposed staff member 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 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 an optional three-year agreement
7. Three professional references

SCHEDULE OF WORK

I

Scope of Audit Services

The audit is a single audit (A-133) covering the period from January 1, 2025, to December 31, 2025. If all work is completed to the satisfaction of the Little Village Chamber of Commerce (Fiscal Agency to the Special Service Area #25), this contract will be extended for a total of three years.

II

Fee Schedule

All invoices must be made to The Special Service Area #25.

III

Time of Performance

The firm's services are due to commence as soon as possible after the contract is signed. Drafts are due no later than March 4, 2026, with final documents due March 31, 2026.

IV

Termination

Little Village Chamber of Commerce reserves the right to terminate the firm's services by giving at least three (3) days' written notice of the fact and time of such termination. In such an event, all finished or unfinished work prepared by the firm shall become the property of the Little Village Chamber of Commerce, which shall be entitled to compensation for satisfactory work under this agreement.

V

Other

The Firm shall provide the final audit report in PDF format.

The RFP response deadline is January 5, 2026, at 5:00 PM. Proposals must be sent to Blanca Soto at blanca@littlevillagechamber.org or Little Village - 26th Street Area Chamber of Commerce/SSA #25, 3610 W. 26th Street, 2nd Floor, Chicago, IL. 60623.

If you have questions about this proposal request, contact Blanca Soto at 773-5241-5387 or blanca@littlevillagechamber.org. When submitting your proposal, please include the name of the firm's contact person.