



Special Services Area #42
Request for Proposal (RFP) – FINANCIAL AUDIT OF SPECIAL SERVICE AREA #42
Contract Period: January 1, 2025 to July 31, 2025

Proposals are due no later than 5:00 p.m. on Wednesday, November 20, 2024 via email to lashawn@southshorechamberinc.org. All questions must be submitted in writing to lashawn@southshorechamberinc.org no later than 5:00 p.m. on Wednesday, November 6, 2024.

Entities submitting a response to this RFP will be hereafter referred to as Respondent.

I. SSA #42 Background

1. SSA #42 (Special Service Area #42) is the local business district that funds the expanded services and programs through a localized property tax levy within contiguous areas. The enhanced services are in addition to those currently provided through the City of Chicago. The services currently provided within the SSA #42 boundaries include but are not limited to litter abatement, security patrol, landscaping and customer attraction. SSA #42's provider is the South Shore Chamber of Commerce (Service Provider). The selected Respondent shall be subcontracted by the Service Provider to perform the services as outlined in this RFP and as negotiated in its response. As a subcontractor to the Service Provider the selected Respondent shall adhere to the applicable provisions cited in the Service Provider's Agreement with the City of Chicago. See the following link: [SSA42 SPA 2024](#)
2. The SSA #42 "boundaries" are Stony Island Ave. from 67th St. to 79th St. on the West side of the street, from 67th St. to 73rd St. on the East side of the street and including North and South sides of 71st street from Kimbark Ave to South Shore Drive/Exchange/Yates Ave. including up to the alley on major intersections.

II. Overview

SSA #42 is issuing this RFP to secure a contractor for a CPA to conduct an audit in a governmental format of the Special Service Area #42 (SSA 42) for the 2024 fiscal year and to file the SSA #42's federal 990 tax form for the 2024 fiscal year. The audit and tax return must be delivered to the South Shore Chamber of Commerce in PDF format by April 15th, 2025, and the auditor must attend a Special Service Area 42 meeting to present the audit within 30 days of completion.

III. Scope of Work

The City of Chicago requires the audit to be conducted in accordance with generally accepted accounting principles that 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 2024 Budget, 2024 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 Government Funds, Revenues, Expenditures, and Changes in Fund Balance to Statement of Activities
7. Summary Schedule of Findings
8. Present the audit within 30 days of completion

IV. Proposal

1. Submittal – **Proposals are due no later than 5:00 p.m. on Wednesday, November 20, 2024 via email to lashawn@southshorechamberinc.org. All questions must be submitted in writing to lashawn@southshorechamberinc.org no later than 5:00 p.m. on Wednesday, November 6, 2024.**
2. Cover Page – to include name, physical address, email address, telephone number of person(s) responsible for proposal submission.
3. Table of Contents – list sections in respondent's proposal and their corresponding page numbers.
4. Introduction – include introductory remarks, outline respondent's background, experience, management, unique capabilities and staffing.
5. Scope of Work – Respondent shall provide a brief narrative describing the approach Respondent would take to provide the services requested. As outlined in Section III Scope of Work in this RFP. Emphasis should be on clarity, brevity and completeness of the response.
6. Challenges – Respondent shall Indicate the challenges that may be presented in providing the Scope of Work as outlined in this RFP.
7. Key Personnel – Respondent shall identify its proposed staff to perform the task identified in Section III, Scope of Work.
8. Answer to questions – Respondent must provide information and supporting documentation for each section of this RFP. If any section "does not apply" please

indicate such in the respective area and provide a brief explanation as to why it does not apply.

9. Cost – Respondent shall provide the overall cost as outlined above and shall provide cost broken out over a 52-week service period as requested and approved by SSA #42.
10. Optional Services – In addition to what has been requested in this RFP the Respondent may provide optional services and provide the cost for each.

V. Proposal Submittal

1. **Proposals are due no later than 5:00 p.m. on Wednesday, November 20, 2024 via email to lashawn@southshorechamberinc.org. All questions must be submitted in writing to lashawn@southshorechamberinc.org later than 5:00 p.m. on Wednesday, November 6, 2024.**
2. The Service Provider with the approval of the SSA #42 reserves the right, in its sole response content; to request clarifications or additional information from any Respondent after the submission of RFP responses; or to reject any or all responses. The Service Provider and SSA 42 will not be responsible for any costs incurred by a Respondent, or anyone affiliated with a Respondent in connection with this RFP.

VI. Proposal Requirements

The Respondent must provide the following with their response to this RFP:

1. Owners of the firm cannot be current employees of the city of Chicago. State statute prohibits businesses owned by City of Chicago employees or elected officials from contracting with SSA Service providers. All subcontractors must sign an affidavit attesting that the above is true. All affidavits must be filed with the Service Provider.
2. A copy of its City of Chicago and its State of Illinois licenses.
3. Proof of having the insurance coverages and requirements, specified herein and related to the Service Provider's agreement with the City of Chicago. The selected Respondent must provide and maintain insurance at its own expense, until Contract completion and during the time period following expiration and if the selected Respondent is required to return and perform any additional work.
4. The SSA #42 strongly encourages the utilization of local and minority and women owned business and a diverse workforce prioritizing those in its footprint. Therefore, provide a listing of minority and women-owned, and local businesses and a diverse workforce within the SSA #42's boundaries that currently provide work as a business and those that currently or you will commit to working with and/or hire at a minimum during the proposed contract period.
5. A completed Subcontractor Affidavit, Exhibit 2
6. Address and submit all requested information as cited above in sections III, IV, V, VI, and this section.

VII. Background and Experience

Provide a brief company overview, which will describe the Respondent's corporate structure, including holding and parent companies, corporate affiliates, its legal form, and all locations.

- A. Describe any changes in Respondent's ownership or management structure since January 1, 2024. Will these changes have any impact on Respondent's ability to provide the Services during the expected term of the Agreement?
- B. Indicate whether the Respondent has been a party to any lawsuit from January 1, 2021 to present? If so, please provide a detailed explanation.
- C. Does Respondent currently have or has Respondent had in the past ten (10) years any contracts that contain services like the Scope of Work outlined in this RFP for services similar in size, scope, and complexity?
- D. If so, for each contract, provide the following information: The entity for which Respondent is providing or has provided services and a brief description of such entity; The contract term and cost; A description of the services Respondent is providing or has provided under the contract.
- E. Provide contact name, address, phone number and email address. F. Identify any and all other resources that will be utilized in completing project tasks.
- G. Identify key personnel to be assigned to this project.
- H. Provide a summary of any unique expertise, products, or services that would assist Respondent in performing the Services.
- I. Please provide contact information for four (4) client references from established private firms or government agencies, (two (2) private and two (2) government preferred), that can attest to the Respondent's experience and ability to perform the Services.
- J. References must be entities to which Respondent provided services most similar to the Scope of Work outlined in this RFP.
- K. If privately owned, is the Respondent or its affiliates female, minority, persons with disabilities, or veteran-owned or managed? For purposes of this RFP, "female, minority, persons with disabilities, or veteran owned or managed" shall mean being owned or managed by 51% or more of a combination of female, minority, persons with disabilities, or military veterans.
- L. Provide the number and percentage of Respondent's owners who are female, minority, military veterans, or persons with disabilities. Please cite with supporting data.
- M. How will you conduct the audit in the first year, and if any, subsequent years?
- N. What are the qualifications of the CPA Firm, management, and staff, including experience in auditing like entities?
- O. What are the policies on notification of changes in key personnel?
- P. Has the proposed staff has received continuing professional education during the previous 2 years.

- Q. Has this CPA Firm received a positive peer review within the last 3 years?
- R. Has this CPA Firm been the object of any disciplinary action during the past 3 years?
- S. Does this CPA Firm maintain an active license in the State of Illinois?
- T. Is this CPA Firm on the city's debarred vendor list?
- U. What would the pricing for services for one year be?
- V. Pricing for the option to renew the contract on a yearly basis for up to three years.

VIII. Compliance with All Applicable Laws

1. The Respondent must be licensed to do business in Illinois.
2. The Respondent shall be responsible for acquiring any licenses and permits necessary to perform the services as outlined in this RFP.
3. The Respondent shall accept sole liability for compliance with all laws and governmental regulations and requirements related to its personnel and their employment, including without limitation such items as workers' compensation insurance coverage, unemployment insurance, OSHA requirements, Fair Labor Standards Act requirements, work safety rules, and the like as such laws and government regulations and requirements may apply to Respondents' personnel providing services.
4. The Respondent shall adhere to the applicable laws and terms as cited in the Service Provider's Agreement with the City of Chicago where cited that the Service Provider's subcontractors must adhere to. See the following the link: [SSA42 SPA 2024](#)
5. The selected Respondent, hereafter the "Subcontractor," shall furnish proof of compliance with sections from the Service Provider's Agreement with the City of Chicago upon request and in the form requested by the Service Provider or the City of Chicago.
6. The Subcontractor shall accept sole liability for compliance with all laws and governmental regulations and requirements related to its personnel and their employment, including without limitation such items as Workers' Compensation insurance coverage, unemployment insurance, OSHA requirements, Fair Labor Standards Act requirements, work safety rules, and the like as such laws and government regulations and requirements may apply to South Shore Chamber Economic Development, Inc.'s personnel providing contract services and the Subcontractor shall furnish proof of its compliance with this Section upon request and in the form requested by Service Provider or the City.
7. Chicago "Living Wage" Ordinance (i) Section 2-92-610 of the Municipal Code provides for a living wage for certain categories of workers employed in the performance of City contracts, specifically non-City employed security guards, parking attendants, day laborers, home and health care workers, cashiers, elevator operators, custodial workers and clerical workers ("Covered Employees"). Accordingly, pursuant to Section 2-92-610 and regulations

promulgated under it: (A) If Contractor has 25 or more full-time employees, and (B) If at any time during the performance of this Agreement, Contractor and/or any Subcontractor or any other entity that provides any portion of the Services (collectively "Performing Parties") uses 25 or more full-time security guards, or any number of other full-time Covered Employees, then (C) Contractor must pay its Covered Employees, and must ensure that all other Performing Parties pay their Covered Employees, not less than the minimum hourly rate as determined in accordance with this provision (the "Base Wage") for all Services performed under this Agreement. (ii) Contractor's obligation to pay, and to ensure payment of, the Base Wage will begin at any time during the term of this Agreement when the conditions set forth in (a)(i) and (a)(ii) above are met, and will continue until the end of the term of this Agreement (iii) As of July 1, 2021, the Base Wage is \$14.75 per hour, and each July 1 thereafter, the Base Wage will be adjusted using the most recent federal poverty guidelines for a family of four as published annually by the U.S. Department of Health and Human Services, to constitute the following: the poverty guidelines for a family of four divided by 2000 hours or the current base wage, whichever is higher. The currently applicable Base Wage is available from the City of Chicago Department of Procurement Services. At all times during the term of the Agreement, Subcontractor and all other Performing Parties must pay the Base Wage (as adjusted in accordance with the above). If the payment of prevailing wages is required for Services done under an agreement, and the prevailing wages for Covered Employees are higher than the Base Wage, then Subcontractor and all other Performing Parties must pay the prevailing wage rates.

IX. Contract Insurance Requirements

The Respondent must provide and maintain at its own expense, until Contract completion and during the time period following expiration if Respondent is required to return and perform any additional work, the insurance coverages and requirements specified as set forth in the service provider agreement which is attached hereto and incorporated by references as though fully set forth herein.

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EXHIBIT 2 - CITY OF CHICAGO

DEPARTMENT OF PLANNING AND DEVELOPMENT

Special Services Area #42

Contract Period: January 1, 2025 to July 31, 2025

SUBCONTRACTOR AFFIDAVIT -

Financial Audit of Special Service Area #42

Section 35 ILCS 200/27-100(b) of the Illinois Special Service Area Tax Code: “No business owned by an employee or elected official of the municipality [City of Chicago] may, for valuable consideration, provide goods or services as a subcontractor of a service provider agency pursuant to a services contract for any special service area located within that municipality.”

Date: _____ Special Service Area # _____

SSA Subcontractor Information:

Business Name: _____

Business Address: _____

City, State, ZIP: _____

Service or Goods being provided: _____

Owner's name: _____

Contact's name: _____

Contact's title: _____ Telephone: _____

Email address: _____

By signing below, I confirm that this business is not owned by an employee or elected official of the City of Chicago.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Failure to comply with this statute will result in but may not be limited to immediate revocation of this subcontract agreement. This affidavit must accompany the SSA subcontractor agreement and be maintained in the files of the SSA Service Provider.