

January 2, 2024

Dear Prospective Service Provider,

The Northcenter Chamber of Commerce, the Service Provider for Special Service Area #38 is seeking a one-year contract with a qualified Certified Personal Accountant firm to conduct an annual governmental style audit of the SSA. The contract will begin with the audit for 2023 in 2024, and the audit must be completed and submitted to the City of Chicago by May 1st, 2024.

In addition to the cost of service, please give a brief description of your company and answer the following questions in when you submit your bid:

- How long has your company been in business?
- Where have you worked in the past? In particular, please highlight major staff qualifications and any experience with like entity and government model audits.
- Please outline how your company will complete the services requested.
- Please indicate whether the proposed staff has received continuing professional education during the previous 2 years.
- Please include a peer review result from the last three years.
- Please outline payment schedule.
- Please list three references.

The CPA firm must hold an active license within the state of Illinois.

All proposals must be submitted by 5 p.m. on Tuesday, January 9, 2024.

Please email proposals to Eileen Keleghan,
eileen@northcenterchamber.com. If you have any questions or concerns,
please contact Eileen Keleghan at the email above or call (773) 525-3609.

Thank you for your time and consideration. We look forward to reading your proposal.

Regards,

Eileen Keleghan
Northcenter Chamber of Commerce
Special Service Area #38 Northcenter