

COLORADO SPRINGS CHAMBER OF COMMERCE
REQUEST FOR PROPOSAL—AUDIT AND TAX SERVICES
SEPTEMBER 28, 2009
REVISION OCTOBER 14th, 2009
2nd Revision October 27th, 2009

The Colorado Springs Chamber of Commerce (CSCC) is soliciting proposals from qualified Certified Public Accounting firms' to provide the following professional services:

- Audits of the Colorado Springs Chamber of Commerce's financial statements as of and for the years ending December 31, 2009, 2010, and 2011 and preparation of its Form 990s for each of those years
- Issuance of SAS 114 communication and SAS 115 communication, if applicable,
- Drafting of the financial statements and footnotes with the assistance of CSCC accounting personnel
- Presentation of draft financial statements and 990 to the CSCC Finance Committee at the completion of the audit and tax return preparation

Reason for RFP: CSCC has used the same external auditor for several years and the Board of Directors and the Finance Committee believe it to be a best practice to periodically evaluate professional services being provided to the Chamber.

Due Dates:

- Audit
 - Interim work to be performed during the third week of April
 - Final fieldwork to be performed during the first two weeks of May
 - Draft financial statements, SAS 114 and, if applicable, SAS 115 to the Finance Committee by the end of the first week in June
 - Final financial statements issued by the third Thursday in June
- Form 990
 - Draft to the Finance Committee by the third Wednesday of July
 - Final 990 to the CSCC by one week prior to the initial extension date

Proposal Due Date: November 6th, 2009 prior to 5:00 p.m. MDT

Submit Electronic Proposals to: Bridget Foster
bridget@csc.org

Selection Notification: November 20th, 2009 prior to 5:00 p.m. MDT

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Criteria for Selection:

- Experience performing audit and tax services to Not-For-Profit organizations
- Positive Not-For-Profit reference responses
- Ability to meet CSCC deadlines for deliverables
- Qualifications of assigned personnel
- Office location in Colorado Springs, Colorado
- Membership in CSCC at the time a proposal is submitted and throughout the engagement term
- Costs

Proposal Content:

- Indicate the size of the firm's Colorado Springs' office, broken down between partners, senior managers, managers, supervisors, seniors and professional staff
- Provide a listing of five not-for-profit organizations you currently audit along with contact information of your primary contact at the organization that we can contact
- Provide a listing of five not-for-profit organizations for whom you prepare Form 990s along with contact information of your primary contact at the organization that we can contact (may be the same organizations listed as audit references)
- Provide resumes of the individuals you plan to use to provide CSCC the services outlined above
- Provide a cost estimate of the requested services for each of the years 2009, 2010 and 2011, broken out separately for the audit and tax services
- Indicate your independence with respect to CSCC
- Indicate your commitment to provide the deliverables by no later than the due dates outlined above
- Indicate your membership status in CSCC
- Other information you believe relevant to the selection process; however, brevity would be appreciated

Other: Contact Bridget Foster at 719-575-4338 for a copy of CSCC's 2008 financial statements and draft Form 990 if you have an interest in proposing or if you need clarification of the requested information.