

# Chicago United

Advancing multiracial leadership in business



Chicago United, Inc., a 501C3 organization, is requesting a proposal to provide audit and tax services for our year ending December 31, 2024. I have attached for your convenience a copy of our most recent audit report from our 2023 audit completed in April 2024. These documents will give you a description of our financial position.

## Services to Be Performed

Your proposal is expected to cover the following services:

1. Annual audit to be completed in accordance with GAAP. This includes 2 scheduled meetings annually with our finance team in 2025. The 2025 tentative dates are mid-February and mid-April. The February meeting is to address the plan for the audit and the April meeting is to present the draft of the Audit report.
2. Electronic tax submission filing for Form 990 for Chicago United. The related required Illinois state filings. Attendance at a to-be scheduled Finance Committee meeting and the Board meeting to review key sections of the Audit.

We are looking for a three (3) year proposal for services.

## Key Personnel

Tiffany Hamel Johnson, President & CEO

Gail Darcy Arrigo, Executive Vice President

Requests for additional information should be directed to Gail Arrigo via email at [garrigo@chicago-united.org](mailto:garrigo@chicago-united.org) or via phone at 312.977-3066.

## Relationship with Prior CPA Service Provider

These services have been provided by Ringold Financial Services. Be advised that management will provide permission to contact the prior auditors and we anticipate a smooth transition process. Your proposal should include any fees associated with the transition.

## Your Response to This Request

1. Detail your firm's experience in providing audit and tax services to non-profit clients. This description should include the firm's philosophy regarding the viability of servicing non-profit clients. A listing of some similar clients (preferably located in the Chicago area) will be helpful in evaluating your response. Provide a list of three non-profit references we may contact.
2. Discuss the relatedness of the audit and tax services and if information generated in the audit is seamlessly integrated into the tax preparation work so as eliminating duplicative work by Chicago United.
3. Describe your proposed staffing of the engagement and commitments you will make to staff continuity on the engagement.
4. Discuss your independence to Chicago United.
5. Describe how you are different from other firms and why selection of your firm would be the best choice for Chicago United.
6. Identify the executives that will be assigned to the job along with their related experience and credentials.
7. Set forth your fee proposal for the 2024 audit along with whatever guarantees can be given for fee increases for 2025 and 2026.

If you are chosen as one of the final two firms you need to be available to present to the audit committee on a mutually agreed upon date.

**Written responses should be transmitted via email to Gail Arrigo no later than January 27, 2025.**

Please provide a copy of the latest peer review report and letter of comments.

**Evaluation of Responses**

All responses will be evaluated by management and members of the Finance Committee once received. Management expects to select two (2) firms as finalists to provide a presentation as described above.

Finalists will be notified on February 3, 2025.

Thank you in advance for your response to our request. Please contact me directly with any questions.

Sincerely,



**Gail Darcy Arrigo**  
Executive Vice President  
312.977.3066

**Chicago United**



[garrigo@chicago-united.org](mailto:garrigo@chicago-united.org)