



REQUEST FOR PROPOSAL
RE: Audit & Tax Return Prep Services
December 3, 2021

Responses Due: Close of business (5:00 pm EST), December 16, 2021.

Background: The Dayton Area Chamber of Commerce (“chamber”) is the largest business organization in the Dayton, Ohio region, serving 2,200 business members in nine counties. Founded in 1907, we are a 501(c)(6) trade association of businesses, professionals and individuals focused on three core competency areas: government advocacy, economic development and member services. In addition, we operate under common control the Dayton Area Chamber Education & Public Improvement Foundation (“foundation”) a 501(c)(3) community foundation. Audited financial statements combine both the chamber and foundation (“combined organization”). Prior year tax returns can be found at the chamber’s website - (<https://daytonchamber.org/about/business-plan/>) .

- Annual revenues for the combined organization are between \$3.5 million and \$4.5 million per year,
- We employ 21 people in one location,
- The combined organization has a December 31 calendar year end, and
- Neither the chamber or the foundation require a federal single audit.
- The combined organization has been audited annually for more than 30 years with unqualified opinions. There have been no disputes with any firm providing service during that time.

Scope of Work: The Dayton Area Chamber of Commerce (“chamber”) is seeking a qualified accounting firm to provide the following services for a minimum of a three-year period beginning with the 2021 calendar year ending December 31, 2021:

1. The preparation of its yearly audited financial statements for the combined organization to be completed in compliance with generally accepted auditing standards and meetings with the audit committee and board of trustees, as necessary. The expectation is to present an audited financial statement to its audit & finance committee by June 30 of the subsequent year.
2. Tax filings for the chamber (990 and 990T) and the foundation (990) prior to the extended deadline.
3. Preparation of Charitable Organization Annual Report for the Ohio Attorney General for the foundation.

Request for Proposal Criteria: Each Request for Proposal (RFP) will be evaluated according to the following criteria by a sub-committee including staff and chamber volunteers:

1. Firm is a chamber member organization in good standing.
2. Experience in providing auditing services to companies in the not-for-profit sector, preferably associations of a comparable size and including those with memberships.
3. Expertise in IRS Form 990 preparation and unrelated business income tax.



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4. Fees for the audit of the combined organization and the separate chamber and foundation tax returns.

Submittal Requirements: Interested firms should submit a written proposal, which includes:

1. Maximum of two pages to address the RFP criterion (1-3 above) and a description of the firm's understanding of work to be performed. Describe how your firm will approach the audit of the organization including the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with the management and audit committee of the board.
2. A proposed timeline for fieldwork and final reporting;
3. Proposed fee structure for each of the three years of the proposal period, including the process for determining what could / would warrant changes from the proposal (excluding requested changes in scope) in second or third year;
4. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are contemplated in the proposed fee structure;
5. Names of the partner, audit manager, and tax manager who will be assigned to our account and provide biographies.

Proposal Due Date: December 16, 2021. Proposal Time: 5:00 pm EST

Submissions must be returned via .pdf in an email by the due date.

Please remit to: Linda Ashworth (lashworth@dacc.org).

Follow-up phone / virtual interviews may be requested of selected firms prior to January 6, 2022. A final decision is projected for January 7, 2022. If no firms match criterion, Chamber holds the right to extend the RFP bid due date.

Questions must be submitted directly to lashworth@dacc.org . Responses may be shared with all respondents if appropriate.