REQUEST FOR PROPOSALS

Independent Financial Audit Services

Generally Accepted Government Auditing Standards (GAGAS / Yellow Book)

Gordies Foundation | Chicago, Illinois | Fiscal Year Ended December 31, 2025

Issuing Organization:	Gordies Foundation
Address:	6430 S. Ashland Ave., Chicago, IL 60636
Audit Type:	GAGAS / Yellow Book Financial Statement Audit
Single Audit Required:	No - Organization is below the $1,000,000 federal expenditure threshold (2 CFR 200 Subpart F)
Fiscal Year Under Audit:	January 1, 2025 - December 31, 2025
RFP Issued:	June 8, 2026
Proposals Due:	**June 25, 2026 by 5:00 PM Central Time**
Anticipated Award Date:	July 1, 2026
Contract Execution Target:	July 6, 2026
Fieldwork Period:	**July 13, 2026 - August 28, 2026 (~6 weeks)**
Target Final Report Delivery:	**September 23, 2026**
All Work Completed By:	**September 25, 2026**
GATA / ICJIA Submission Due:	September 30, 2026
Proposal Submission Email:	**finance@gordiesnpo.org**

Section 1 - Organization Overview

Gordies Foundation is a Chicago-based 501(c)(3) nonprofit organization dedicated to community reentry, workforce development, and public safety on Chicago's South Side. The Foundation receives grant funding from the Illinois Criminal Justice Information Authority (ICJIA) through the R3 (Restore, Reinvest, Renew) Program and is subject to the audit requirements of the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/1 et seq.

The Foundation operates on a calendar fiscal year (January 1 - December 31) and maintains financial records in QuickBooks. Financial oversight is managed by the Chief Financial Officer / Chief Data Officer. A thorough GL reconciliation and financial reconstruction process for FY2025 has been completed, all adjusting journal entries have been posted and verified, and records are audit-ready.

Organization Type:	Nonprofit Corporation, State of Illinois
Tax Status:	501(c)(3) - Public Charity
Fiscal Year:	January 1 - December 31, 2025
Primary Funders:	ICJIA R3 Program - two active state-funded grants
Number of Active Grants:	Two (2) ICJIA R3 grants
Total Revenue (FY2025):	$828,574.27 (post-AJE, final)

Total Expenditures:	$794,779.21 (post-AJE, final)
Net Assets (FY2025):	$33,795.06 (post-AJE, final)
Accounting Software:	QuickBooks
Employees:	8 full-time and 3 part-time employees
Prior Audit:	N/A

Section 2 - Purpose and Scope of Services

Gordies Foundation is soliciting proposals from qualified independent Certified Public Accounting (CPA) firms to perform an independent financial audit of the Foundation's financial statements for the fiscal year ended December 31, 2025, conducted in accordance with:

- Generally Accepted Auditing Standards (GAAS) as issued by the American Institute of Certified Public Accountants (AICPA); and
- Generally Accepted Government Auditing Standards (GAGAS), as issued by the U.S. Government Accountability Office (GAO) - Government Auditing Standards (Yellow Book), current edition.

Single Audit Not Required

- The Foundation's federal expenditures for FY2025 are below the $1,000,000 threshold under 2 CFR Part 200 Subpart F. A Single Audit is NOT within the scope of this engagement. This RFP is limited to a GAGAS financial statement audit only. If federal expenditures are revised upward prior to engagement commencement, the Foundation will notify proposers and adjust scope accordingly.

2.1 Financial Statement Audit

The selected auditor shall audit the Foundation's basic financial statements, including:

- Statement of Financial Position as of December 31, 2025
- Statement of Activities for the year ended December 31, 2025
- Statement of Functional Expenses for the year ended December 31, 2025
- Statement of Cash Flows for the year ended December 31, 2025
- Notes to the Financial Statements
- Consolidated Year-End Financial Report (CYEFR) as required for GATA submission, including the auditor's In-Relation-To opinion

2.2 GAGAS Required Reports

- Independent auditor's report on the financial statements (GAAS and GAGAS opinion)
- Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an audit performed in accordance with Government Auditing Standards
- Written communication to management and the Board of any material weaknesses, significant deficiencies, or other findings related to internal controls

2.3 Management Letter

The auditor shall provide a comprehensive management letter identifying control weaknesses, compliance observations, accounting practice concerns, and operational recommendations. The Foundation is in an active period of financial and compliance strengthening following a prior accountant transition, and substantive management letter feedback is specifically requested and valued.

2.4 GATA Portal Submission Support

The selected firm must be familiar with the GATA Audit Report Review Management System (ARRMS) and all requirements for a complete GATA portal submission, including the State Data Collection Form, CYEFR In-Relation-To opinion, and management letter upload. The auditor is expected to advise the Foundation on all components required for a complete and accepted GATA submission by the September 30, 2026 deadline.

2.5 Items NOT Included in Scope

- Single Audit / OMB Uniform Guidance compliance audit (not required)
- Form 990 preparation - handled separately
- Forensic or investigative accounting services
- Bookkeeping, write-up, or accounting services of any kind

Section 3 - Required Deliverables

#	Deliverable	Target Date
1	Engagement letter executed	July 6, 2026
2	PBC (Provided By Client) list issued to Foundation	By July 7, 2026
3	Fieldwork completed (on-site or remote)	By August 25, 2026
4	Draft financial statements and audit reports delivered to management	September 1, 2026
5	Management response period ends	September 16, 2026 (10 business days)
6	**Final audited financial statements and all GAGAS reports issued**	**September 23, 2026**
7	**Management letter with findings and recommendations issued**	**September 23, 2026**
8	Board / Finance Committee exit conference and presentation	September 25, 2026
9	**Complete audit package uploaded to GATA ARRMS portal**	**September 25, 2026**
10	**GATA / ICJIA submission deadline**	**September 30, 2026**

Section 4 - Proposed Timeline

The following timeline reflects the Foundation's requirement that all audit work be completed and submitted to GATA by September 25, 2026, with the GATA statutory deadline of September 30, 2026 providing a five-day buffer. The fieldwork window of six weeks (31 business days) has been sized to fit within this constraint while providing adequate time for drafting, management review, and finalization. The Foundation's GL reconciliation and financial reconstruction for FY2025 is complete; records are audit-ready.

RFP Issued:	June 8, 2026
Deadline for Written Questions:	June 11, 2026 by 5:00 PM Central Time
Foundation Responses to Questions:	June 12, 2026 (distributed to all proposers simultaneously)
PROPOSALS DUE:	**June 24, 2026 by 5:00 PM Central Time**

Bid Acknowledgment to All Firms:	June 25, 2026
Evaluation Period:	June 25 - 30, 2026
Award Notification:	July 1, 2026
Contract / Engagement Letter Executed:	July 6, 2026
PBC List Issued to Foundation:	July 7, 2026
FIELDWORK BEGIN:	**July 13, 2026**
FIELDWORK COMPLETE:	**August 25, 2026 (6 weeks / 31 business days)**
Draft Report to Management:	September 1, 2026
Management Response Deadline:	September 16, 2026 (10 business days from draft receipt)
FINAL REPORT ISSUED:	**September 23, 2026**
Board / Finance Committee Presentation:	September 25, 2026
GATA Portal Upload / All Work Completed:	**September 25, 2026**
GATA / ICJIA STATUTORY DEADLINE:	**September 30, 2026**
Buffer After Completion:	5 days

Form 990 Note: The Foundation's Form 990 for FY2025 will require a filing extension (Form 8868) since the audit timeline extends beyond the May 15 original due date. This is anticipated and routine. The selected auditor should be aware of this and plan accordingly.

Section 5 - Proposal Content Requirements

Proposals must be submitted in writing and must include all of the following sections. Incomplete proposals will not be considered.

5.1 Firm Qualifications

- Name, address, and contact information of the firm
- Years in public accounting practice with emphasis on nonprofit and government-funded clients
- Experience conducting GAGAS (Yellow Book) audits for Illinois nonprofit organizations, particularly ICJIA, IDHS, or other GATA-covered grantees
- List of at least three (3) current or recent nonprofit audit clients of comparable size and grant structure (client permission required for disclosure)
- State of Illinois CPA firm license number and current license status

5.2 Engagement Team

- Name and CPA license number of the proposed Engagement Partner and Manager
- Resume or professional biography of key team members
- Written confirmation that the Engagement Partner and all key team members have completed the required GAGAS CPE (80 hours per two-year period, including 24 hours specific to government auditing)

- Signed independence representation per GAGAS Chapter 3 - confirm no independence impairment exists with respect to Gordies Foundation

5.3 Technical Approach

- Firm's audit methodology for small nonprofits receiving GATA-covered state grant funds
- Approach to auditing organizations with two grant funding streams and a recent accountant transition
- Confirmation of familiarity with the GATA ARRMS portal and CYEFR In-Relation-To opinion requirement
- Proposed detailed timeline confirming ability to begin fieldwork July 13, 2026 and complete all work by September 25, 2026
- Overview of PBC requirements and estimated Foundation staff time needed
- Policy on communicating interim findings prior to the final report

5.4 Fee Proposal

- All-inclusive fixed fee for the full scope of services described in Section 2
- Itemized breakdown by phase: planning, fieldwork, draft reporting, management letter, GATA submission support, board presentation
- Hourly rates by staff level for any out-of-scope work authorized in writing by the Foundation
- Any assumptions underlying the fee (transaction volume, staff availability, state of records)
- Proposed payment schedule (recommended: 30% at engagement execution, 40% at draft delivery, 30% at final report issuance)

5.5 References

- Three (3) professional references from current or recent nonprofit GAGAS audit clients; at least one should be a current or former ICJIA or Illinois state grantee if available
- References must be reachable and willing to speak to timeliness, quality, and communication

5.6 Required Certifications and Representations

- Signed GAGAS Chapter 3 independence representation
- Confirmation the firm is not under investigation by any state licensing board or regulatory body
- Professional liability (E&O) insurance confirmation with stated coverage amount
- Debarment certification: firm is not debarred, suspended, or ineligible under any federal, state, or local government program
- Signature of authorized firm partner or principal

Section 6 - Evaluation Criteria

Proposals will be evaluated by the Foundation's CFO/CDO and Executive Director using the following weighted criteria. Final selection is subject to Board approval. The Foundation reserves the right to conduct reference checks and request brief follow-up responses from finalists.

Evaluation Criterion	Weight	Score (1-5)
Experience with GAGAS audits for nonprofits receiving Illinois state / GATA-covered grants	30%	___
Qualifications of Engagement Partner and team (GAGAS CPE, ICJIA/GATA familiarity)	25%	___
Reasonableness and transparency of fee proposal	20%	___

Technical approach and timeline (confirmed availability July 13 - September 25, 2026)	15%	___
Quality of references from comparable engagements	10%	___

Selection is not based solely on lowest cost. The Foundation reserves the right to reject any or all proposals, cancel this RFP, waive informalities, negotiate fee terms, and make the award deemed most advantageous to the Foundation.

Section 7 - Submission Instructions

- Submit proposals electronically in PDF format to: finance@gordiesnpo.org
- Subject line must read: "RFP Response - GAGAS Audit - Gordies Foundation - [Firm Name]"
- Proposals are due no later than June 25, 2026 at 5:00 PM Central Time. Late submissions will not be considered.
- Receipt of each proposal will be acknowledged individually via email by the following business day. Acknowledgment confirms receipt only and does not indicate evaluation standing.
- All proposals will be held and evaluated together after the submission deadline closes. Proposals will not be opened or evaluated as received.
- Written questions must be submitted to finance@gordiesnpo.org by June 26, 2026 at 5:00 PM CT. All questions and responses will be distributed to all proposers simultaneously. Oral questions will not be answered.
- Proposals must remain valid for ninety (90) days from the submission deadline.
- The Foundation will not reimburse any costs associated with proposal preparation.

Section 8 - Terms, Conditions and Disclosures

8.1 Independence

The selected firm must be fully independent of Gordies Foundation in accordance with GAGAS independence standards (Government Auditing Standards, Chapter 3). Any actual or potential independence issues must be disclosed in the proposal. Firms that cannot confirm independence will not be considered.

8.2 Conflict of Interest

Proposers must disclose any existing or potential conflicts of interest with Gordies Foundation, its officers, directors, employees, or affiliated organizations. Failure to disclose a known conflict is grounds for disqualification and contract termination.

8.3 Confidentiality

All financial and organizational information provided in connection with this RFP is strictly confidential and may be used only for proposal preparation purposes. All submitted materials become the property of Gordies Foundation and will be retained as part of the procurement record.

8.4 Right to Reject / Cancel

Gordies Foundation reserves the right to reject any or all proposals, cancel this RFP at any time, waive any informality in proposals, and select the proposal deemed most advantageous to the Foundation. The Foundation is not obligated to explain its selection decision.

8.5 Engagement Letter / Contract

The selected firm will execute a written engagement letter prior to commencing work. The letter shall incorporate the full scope of services, agreed fees, all deliverable dates, and applicable professional standards. The fieldwork window of July 13 - August 25, 2026, the September 23, 2026 final report date, and the September 25, 2026 all-work-completed date shall be expressly referenced.

8.6 Procurement Documentation

In accordance with GATA requirements, the Foundation will retain the complete procurement record including this RFP, all proposals received, evaluation scoring sheets, award notification, and the executed engagement letter. This record will be available to GATA, ICJIA, or other authorized reviewers upon request.

8.7 Debarment Certification

By submitting a proposal, the firm certifies that it is not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal, state, or local government entity.

Section 9 - Primary Contact

All inquiries, questions, and proposal submissions must be directed exclusively to:

Name:	DeAndre Redd, Chief Data Officer/Financial Team Lead
Organization:	Gordies Foundation
Address:	6430 S. Ashland Ave., Chicago, IL 60636
Email:	**finance@gordiesnpo.org**
Questions Due:	June 2,2 2026 by 5:00 PM CT
Proposals Due:	**June 25, 2026 by 5:00 PM CT**

Key Dates at a Glance

- June 22, 2026 | Last day for written questions (5:00 PM CT)
- June 25, 2026 | Proposals due (5:00 PM CT) -- finance@gordiesnpo.org
- July 6, 2026 | Contract executed
- July 13, 2026 | Fieldwork begins
- August 25, 2026 | Fieldwork complete (6 weeks / 31 business days)
- September 1, 2026 | Draft report to management
- September 16, 2026 | Management response deadline
- September 23, 2026 | Final report issued
- September 25, 2026 | All work completed -- GATA portal upload
- September 30, 2026 | GATA / ICJIA statutory deadline

Gordies Foundation thanks all qualified firms for their interest and looks forward to receiving competitive proposals.

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