



**An Intergovernmental Cooperative of
The City of Prospect Heights, Illinois and The Village of Wheeling, Illinois**

**Request for Proposal
For Professional Auditing Services
For the Fiscal Years
2024 to 2026**

Chicago Executive Airport Request for Proposal for Auditing Services

Introduction

General Information

Chicago Executive Airport is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending April 30, 2024 through fiscal year ending April 30, 2026. The continuation of the contract after year one is solely at the discretion of Chicago Executive Airport. These audits are to be performed in accordance with generally accepted auditing standards.

There is no expressed or implied obligation for Chicago Executive Airport to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, three (3) original copies of the proposal (facsimile copies are not acceptable) must be received by Jason Griffith, Director of Finance at Chicago Executive Airport, 1020 S. Plant Road, Wheeling, Illinois 60090 by 3:00 PM central on February 9th. Chicago Executive Airport reserves the right to reject any or all proposals submitted.

During the evaluation process, the Airport reserves the right to request additional information or clarifications from the proposal preparer, or to allow corrections of errors or omissions.

Chicago Executive Airport reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Chicago Executive Airport and the firm selected.

Chicago Executive Airport's governing body will consider final acceptance of the proposal at their regular meeting in March 2024.

Term of Engagement

A three (3)-year contract is contemplated but subject to annual review by the Airport Management.

Nature of Services Required

General

Chicago Executive Airport is soliciting the services of qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending April 30, 2024 through April 30, 2026. These audits are to be performed in accordance with the provisions included in this request for proposal.

Scope of Work to be Performed

Chicago Executive Airport desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles.

The auditor shall also be responsible for preparing the required supplementary information required by the Government Accounting Standards Board as mandated by generally accepted auditing standards. Additionally, the auditor will be responsible for preparing several schedules required for the grant and statistical sections with the assistance of the Finance staff of Chicago Executive Airport.

The auditors shall provide to the Airport all audit adjustments, including appropriate back-up documentation, and will meet with staff, if requested, to discuss these final adjustments.

The auditors shall also be available to respond to questions that arise throughout the year.

Auditing Standards to be Performed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.

Irregularities and Illegal Acts

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Executive Director or Airport Attorney.

Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue a report on the fair presentation of the general-purpose financial statements in conformity with generally accepted accounting principles.

The auditor shall prepare the following reports at the completion of the audit:

1. An Annual Comprehensive Financial Report on the examination of financial statements of the Airport including all funds and account groups. The auditor will prepare all financial statements and notes to the financial statements. The auditor and the Airport will prepare the grant and statistical sections of the Annual Comprehensive Financial Report and will prepare appropriate schedules.
2. A preliminary report will be available to the governing body before its August meeting for the preceding year. A final report will be available not later than its subsequent September meeting.
3. After completion of the final report, a .pdf electronic file of the Annual Comprehensive Financial Report will be provided to the Airport for publication on its website.
4. A report on the financial statements, internal control and compliance in accordance with the audit guide and standards for compliance with the Single Audit Act, if required.
5. A management report containing comments and recommendations regarding a system of internal controls; that is its methods of safeguarding its assets, ensuring the accuracy of its financial information, promoting efficiency and adhering to Airport policies. This letter should contain comments and recommendations for controlling any internal weaknesses discovered and shall be reviewed by the Director of Finance prior to finalizing.
6. Response to prior year comments from the Government Finance Officers Association relating to the Certificate of Achievement for Excellence in Financial Reporting Award Program.

Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of 3 years, unless the firm is notified in writing by Chicago Executive Airport of the need to extend the retention period. The auditor will be required to make any and all working papers available, upon request, to Chicago Executive Airport.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Description of the Government Principal Contact

The auditor's principal contact that will coordinate the assistance to be provided by Chicago Executive Airport to the auditor is:

Jason Griffith
Director of Finance
1020 S. Plant Road
Wheeling, IL 60090
(224) 279-2058

Background Information

Chicago Executive Airport is located 18 miles northwest of Chicago, Illinois. The Airport is owned by the City of Prospect Heights and the Village of Wheeling as an intergovernmental cooperative. Chicago Executive is in its thirty-seventh year of operation as a public airport.

Designated as a reliever airport by the Federal Aviation Administration, the Airport relieves general aviation traffic from O'Hare International Airport, eight miles south of Chicago Executive Airport. The Airport averages over 100,000 annual operations and has about 260 based aircraft. Users of the Airport range from Fortune 500 companies and their executives to private pilots. The total annual budget for FY24 is approximately \$7 million. The Airport has received the Certificate of Achievement for Excellence in Financial Reporting award for the last thirty-one years.

Detailed information on the Airport and its finances can be found in the FY22 annual comprehensive financial report at its website **chiexec.com**, under the About CEA section under documents and then Airport Financial Information. Additional information, including copies of the current year budget, can be obtained by contacting the individual referenced under principal contact above.

Fund Structure

Chicago Executive Airport maintains one enterprise fund, The Joint Airport Fund, for its financial reporting. This fund contains two major departments – Administration & Finance and Operations & Maintenance. The Airport also maintains a sewer reserve fund, a land-building reserve fund, a vehicle & equipment reserve fund, and a demolition & repair reserve fund.

Budgetary Basis of Accounting

Chicago Executive Airport prepares its budgets on an accrual basis consistent with generally accepted accounting principles except that depreciation and amortization are not included.

Information Systems

The Airport currently uses Timberline 300 Construction and Real Estate software for its general ledger and tenant billing systems. The Airport is transitioning to Yardi for its general ledger and tenant billing system. Payroll is done through PayChex. Excel is used to maintain depreciation and amortization records. The Finance and Administration Department is networked with a Dell server operating on Windows 10 that supports Word, Excel, PowerPoint, Access and other software applications.

Time and Report Requirements

Audit Calendar

The auditors must be able to meet the following key dates for the fiscal year 2024 audit:

- Preliminary work completed by end of April 2024.
- Fieldwork completed by end of June
- Draft reports completed by end of July
- Final printed reports by the September board meeting

If the proposing firm sees any problem with meeting this schedule, it should be noted in the proposal with an alternate schedule.

Report Requirements

The Airport will require ten (10) copies of the Annual Comprehensive Financial Report and ten (10) copies of the Management Letter. The Airport will provide covers and letterhead stock for the annual report. The auditor will provide copies of all sections of the report and deliver it back to the Airport bound; and ten (10) copies of the single audit report, if required, for that fiscal year.

Assistance to Be Provided to the Auditor

Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations at the request of the auditor will be the responsibility of Chicago Executive Airport.

Proposal Requirements

Deadline to Submit Proposal

Completed proposals must be received by 3:00 PM central on February 9th, 2024 and must satisfy the requirements set forth in the request for proposal.

Inquiries

Inquiries concerning the request for proposal must be made to:

Jason Griffith
Director of Finance
1020 S. Plant Road
Wheeling, IL 60090
(224) 279-2058
Fax: (847) 537-8183
Email: finance@chiexec.com

Oral Interviews

Chicago Executive Airport reserves the right to interview proposing firms, if necessary. This would occur during the end of February or early March.

Independence

The firm should provide an affirmative statement that it is independent of Chicago Executive Airport as defined by generally accepted auditing standards.

Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time and on a part-time basis.

Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff including engagement partners, managers and other supervisors, who would be assigned to this engagement and indicate whether each such person is registered as a certified public accountant in Illinois. The firm should also provide information on the government auditing experience of each person.

The firm should provide as much information as possible regarding the number, qualifications, experience and training of the specific staff to be assigned to this engagement.

Engagement partners, managers and other supervisors may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express written permission of Chicago Executive Airport. However, in either case, Chicago Executive Airport retains the right to approve or not approve replacements.

Other audit personnel may be changed at the discretion of the proposal preparer provided that replacements have substantially the same or better qualifications or experience.

Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposal. Also indicate those municipalities which achieved the Certificate of Achievement for Excellence in Financial Reporting award while your firm was engaged as their auditors. Indicate the scope of work, date, engagement partner, total hours, and the name and telephone number of the principal client contact. Specifically identify those engagements at which the managers and other supervisors who will be assigned to the Airport engagement have worked.

Also, please list municipalities that have switched to other auditors during the last two years and the reason, if known.

Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Airport.

Dollar Cost

Total All Inclusive Maximum Price

The proposal should contain price quotes specifying all pricing information relative to performing the audit engagement as described in this request. Identify a separate cost for completion of a single audit report, as this report may or may not be required from year-to-year. The total all-inclusive

maximum price is to include all direct and indirect costs including all out-of-pocket expenses. Also, this price should include responding to questions that arise throughout the year.

Chicago Executive Airport will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

Rates by Partner, Supervisory and Staff Level Times; Hours Anticipated for Each

The cost schedule should include a schedule of professional fees and expenses broken into the above categories.

Out-Of-Pocket Expenses

The total all-inclusive maximum price is to include all anticipated out-of-pocket expenses.

Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's proposal. Interim billings shall cover a period of not less than one calendar month. The Airport currently approves disbursements once a month at the Regular Meeting of the Chicago Executive Airport governing body held on the third Wednesday of each month. Upon approval, disbursements are released the following business day unless community approval is additionally required.

Evaluation Criteria

Mandatory Elements

1. The audit firm is independent and licensed to practice in the State of Illinois.
2. The audit firm's professional personnel have received adequate continuing professional education within the preceding three years.
3. The firm has no conflict of interest with regard to any other work performed by the firm for Chicago Executive Airport.
4. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
5. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
6. The firm has an understanding of the specific needs of Chicago Executive Airport as it relates to the audit engagement.

Technical Qualifications

1. The firm exhibits expertise based on past experience and performance on comparable government engagements.
2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be assigned to the engagement will also be considered.

Price Consideration

Cost is a contributing factor in the selection of an audit firm.

Final Selection

Chicago Executive Airport's governing body will consider final acceptance of the proposal at their regular meeting in March 2024.

Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Chicago Executive Airport and the firm selected.

Chicago Executive Airport reserves the right, without prejudice, to reject any or all proposals.