



## REQUEST FOR PROPOSALS

### PROFESSIONAL AUDITING SERVICES

#### IN THE CITY OF WEST HOLLYWOOD

NOTICE IS HEREBY GIVEN that Proposals will be received by the **City of West Hollywood**, as AGENCY, for qualified certified public accountant firms to provide Professional Auditing Services. Qualified firms who meet the following minimum criteria are invited to respond:

Firms must:

- Have the expertise to prepare a Comprehensive Annual Financial Report (CAFR), Single Audit Report, GANN limit and California State Controller's Cities Financial Transactions Report (SCO Report);
- have the qualifications and expertise with similar municipal and/or public sector audits; and
- ensure that the firm and all assigned key professional staff are properly licensed to practice in California.

**Deadline for Questions is Monday, March 12, 2019;** all requests shall be submitted via email to Carlos Corrales at [ccorrales@weho.org](mailto:ccorrales@weho.org).

**Deadline for Proposal Submission:** Proposals will be received until **4:00 P.M.** on **Friday, March 22, 2019**, in the office of:

**City of West Hollywood  
Attn: Yvonne Quarker, City Clerk  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069**

Proposals shall be submitted as outlined in proposal documents, marked on the outside as follows:

**“Professional Auditing Services RFP  
– DO NOT OPEN WITH REGULAR MAIL.”**

A Complete set of said proposal documents may be obtained on the **City of West Hollywood’s** website at <https://www.weho.org/city-government/city-clerk/public-notices/rfp-rfq-bid-notices> . For any questions regarding this RFP, please call or email Carlos Corrales at 323-848-6595 or [ccorrales@weho.org](mailto:ccorrales@weho.org). If your Firm meets these minimum qualifications and wishes to respond to this RFP, please submit a contact person via email to [ccorrales@weho.org](mailto:ccorrales@weho.org) .

AFFIDAVIT OF POSTING

State of California        )  
County of Los Angeles    )  
City of West Hollywood    )

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: March 5, 2019  
Signature: Alyson T. Pohlman