



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 an Annual Comprehensive Financial Report (ACFR), 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, April 4, 2022, 4:00 P.M.; all requests shall be submitted via email to Carlos Corrales at ccorrales@weho.org with a copy to Karen Bareng at kbareng@weho.org.

Deadline for Proposal Submission: Proposals will be received until **12 P.M. on Tuesday, April 12, 2022**, by email to ccorrales@weho.org and kbareng@weho.org.

Instructions

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, ccorrales@weho.org, and Karen Bareng, at 323-848-6825, kbareng@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 and kbareng@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 this document was posted on:

Date March 30, 2022

Signature: \\Kimberle English\\

Office of the City Clerk