



Romeo Downtown Development Authority

141 S. Main St., Suite A, Romeo, Michigan 48065

586-752-1170 Office

info@romeodda.org

www.downtownromeo.net

REQUEST FOR PROPOSAL FOR ACCOUNTING AND AUDIT SERVICES 2026-2029

The **Romeo Downtown Development Authority (DDA)** is soliciting proposals from qualified certified public accounting firms to provide professional accounting and annual audit services. The DDA seeks a firm with municipal/governmental experience, strong internal controls expertise, and a clear understanding of Michigan DDA requirements and public sector financial reporting.

The Romeo DDA is a public body created under Michigan Public Act 197 of 1975 to promote economic development, infrastructure improvements, and revitalization within Romeo's downtown district. The DDA operates with a modest budget, funded primarily by tax increment financing (TIF), grants, sponsorships, and program revenues.

The selected firm will be responsible for maintaining accurate financial records, supporting staff and board financial reporting, and completing an annual audit in compliance with applicable state laws, accounting standards, and funding requirements.

SCOPE OF WORK:

The DDA seeks a firm to perform **both ongoing accounting services** and **annual audit services**. The scope includes but is not limited to:

Accounting Services

- Monthly bookkeeping and financial statement preparation
- Reconciliation of bank accounts and financial records
- Budget preparation assistance and forecasting as needed
- Monitoring of TIF revenues and reporting support
- Preparation of quarterly and annual financial reports for the DDA Board
- Guidance on financial policies, internal controls, and compliance
- Assistance with grant reporting and financial documentation



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- Availability for consultation with staff and board leadership

Annual Audit Services

- Preparation and completion of an annual independent financial audit
- Conducting the audit in accordance with **Generally Accepted Government Auditing Standards (GAGAS)**
- Preparation of all required audit documents, including:
 - Independent auditor's report
 - Management letter and recommendations
 - GASB-compliant financial statements
- Submission of the audit to the Village of Romeo, State of Michigan, and other required agencies

PROPOSAL REQUIREMENTS:

Proposals must include the following components:

1. **Cover Letter**

- Firm name, address, main contact, and summary of qualifications.

2. **Company Profile**

- Overview of the firm
- Number of years in business
- Office location(s)
- Key personnel and resumes of staff who will be assigned to the DDA



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3. Relevant Experience

- Experience providing services to municipalities, DDAs, or similar public entities
- Examples of comparable clients and references (minimum of three)

4. Approach & Methodology

- Description of how the firm will manage both accounting and audit work
- Internal controls, quality assurance processes, and communication practices

5. Fee Structure

- Annual cost for accounting services
- Cost for annual audit
- Any hourly rates or additional fees
- Multi-year pricing options (preferred but not required)

6. Legal & Compliance

- Proof of CPA licensure
- Proof of insurance (general liability and professional liability)
- Statement confirming independence from the Romeo DDA

CONTRACT TERM:

The Romeo DDA intends to award a **one-year contract** with the option to extend annually for up to two additional years, subject to performance and board approval.



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EVALUATION CRITERIA:

Proposals will be evaluated using the following criteria:

- Experience with governmental and DDA-related accounting/auditing
- Qualifications of assigned personnel
- Clarity and strength of methodology and service approach
- Cost competitiveness and fee transparency
- References and demonstrated performance
- Ability to meet deadlines and support DDA reporting needs

CRITERIA:

The Romeo DDA reserves the right to reject any and all quotes, proposals and bids, to waive any formalities and to select the company and proposal in any manner deemed to be in the best interest of the Romeo DDA. The company selected shall agree not to discriminate against any employee or applicant for employment because of sex, race, age, religion, color, national origin, or disability status.

INFORMATION INCLUDING DEADLINE:

The quote will be complete in legible form, preferably typewritten.

Mark the outside of your quote envelope or digital submittal:

Romeo DDA: DOWNTOWN ROMEO ACCOUNTING AND AUDIT

Proposals are due at the Romeo DDA Office by 3:00pm, Wednesday, December 31st, 2025.

DDA Address: **141 S. Main St., Suite A, Romeo, Michigan 48065 or email**
info@romeodda.org.

All information requested herein should be submitted with the Request for Quote. Failure to do so may result in rejection of the proposal as non-responsive and or incomplete.



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**REQUEST FOR QUOTE
FOR
ACCOUNTING AND AUDIT SERVICES
2026-2029**

Company References

1. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

2. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

3. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects: