



May 21, 2025

Youth Outreach Services
Yotl Ramirez
2411 W. Congress Parkway
Chicago IL 60612

To Whom it May Concern:

On behalf of Youth Outreach Services, Inc. ("YOS") and Youth Outreach Properties, Inc, Illinois 501(c)(3) Not-For-Profits, this document represents a request for proposal for single audit and tax services for the year ending, June 30, 2025.

Youth Outreach Services (YOS) is a Chicago-based non-profit organization that partners with at-risk youth and their families to help them discover what they are capable of achieving. We inspire positive development through a variety of child welfare, counseling, juvenile justice, and prevention services to help overcome challenges such as abuse, substance use, and homelessness. Since 1959, YOS has worked with more than 300,000 youth and families, providing community-based support to empower all youth to face life's challenges with confidence, competence, and dignity. Youth Outreach Properties is the holding entity for the properties and has less than fifty transactions per year.

Together, YOS and YOP have an annual budget of \$15.6M of revenue for FY25, YOS employs approximately 100 full-time staff. The organization's revenue consists of several funding streams including but not limited to the following government funders:

- City of Chicago
- Cook County
- Department of Human Services
- Illinois Department of Juvenile Justice
- U.S. Department of Justice

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Familiarity with and compliance with these funding bodies is essential to the success of the single audit and annual reporting requirements. In addition to the aforementioned government grants, the organization also has the following revenue streams including but not limited to:

- Medicaid managed care payments (MCO)
- Private Grants
- Foundation Grants
- Public/Private Contributions
- Fee for Service (DCFS)

The organization currently outsources some of its Finance department as well as its Human Resources and Payroll departments to third party professional firms experienced in nonprofit organizations.

The organization has adopted and implemented all recent accounting pronouncements including but not limited to ASU No. 2016-02, Leases (Topic 842).

YOS leverages the following financial and information systems to manage its operations:

- Accounting Database: Great Plains
- Payroll, Benefits Management, and HRIS: Paylocity, Benefits Advisor
- Accounts Payable: Qport
- Electronic Health Records and Billing: Qualifacts & Credible

Within the accounting database, the organization records expenses both by function and activities and tracks such to all applicable government contracts. The organization allocates expenses by time and effort reporting entered daily by staff according to both program and grant codes.

YOS is providing audited financial statements and tax returns for the fiscal year ending June 30, 2024, for your consideration and to assist with preparation of your proposal. These reports are confidential and may not be distributed to anyone outside of your organization.

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Should you need any additional information, please provide your request(s) electronically no later than June 6th, 2025. We also welcome and invite you to schedule one meeting with the organization's Executive Director and Chief Financial Officer to discuss the RFP, as necessary, by June 20th, 2025.

Your proposal, should you wish to submit, must include all fees necessary to provide both an annual audit and all federal and state annual tax filings. In addition, please separately list all estimated expenses that are anticipated, including, but not limited to, any travel, supplies, and incidentals. We also welcome a proposed engagement, which spans more than one year if economies can be realized in exchange for such a service commitment.

In addition to a schedule of fees, please also include the following information in your proposal:

1. Evidence of the firm's qualifications to provide the above services, including evidence of experience with federal and state funding
2. The size and organizational structure of the audit firm or the nonprofit audit and tax division
3. Names and qualifications of the staff members to be assigned
4. A work plan, including timelines and tasks to be carried out by the auditors and YOS
5. Three (3) references from comparable audit clients
6. A copy of the firm's most recent peer review report, including any comments that were issued
7. An assertion of the auditor's independence from YOS
8. Estimated start and completion of the audit (the organization is typically prepared by early August with its year-end close process and has various government reporting deadlines typically due by December 15th)
9. Proof and assertion that the organization is not debarred or suspended from doing business with the United States government (SAM.gov search results)

Proposals will be assessed based upon the following guidelines:

1. Experience of the firm and the assigned audit members
2. Knowledge of applicable federal and state reporting requirements
3. Capacity and ability to meet requirements
4. Compliance with applicable state and federal laws and guidance
5. Cost

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Your proposal, should you wish to submit, should be sent to Jamie Noto, Executive Director at jamien@yos.org and Yotl Ramirez, Chief Financial Officer, at yotlr@yos.org, electronically, no later than June 10th, 2025.

Thank you in advance for your time and consideration; I look forward to receiving your proposal.

Sincerely,

Jamie Noto
Chief Executive Officer
Youth Outreach Services

Yotl Ramirez
Chief Financial Officer
Youth Outreach
Services

Shanan Egger
Client Director
Quattro Business Support
Services

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