

Request for Proposal (RFP)

CPA Accounting Services for Homeowners Association

1. Introduction

The Malibu Bay Homeowners Association (Romeoville, IL) is requesting proposals from qualified Certified Public Accounting (CPA) firms to provide professional accounting, tax, and financial advisory services for the Association. The Association is a residential homeowners association located in Romeoville, Illinois, consisting of 187 single family homes.

The purpose of this RFP is to identify a CPA firm with demonstrated experience serving homeowners associations, strong technical expertise, and a commitment to accuracy, transparency, and responsiveness.

2. Scope of Services

The selected CPA firm will be expected to provide some or all of the following services. Proposers should clearly indicate which services are included in their proposal and identify any optional services.

A. Annual Services

- Preparation and filing of the Association's annual federal and state tax returns (Form 1120 or 1120-H, as applicable)
- Preparation of year-end financial statements in accordance with generally accepted accounting principles (GAAP)
- Compilation, review, or audit of financial statements (as required by the Association or governing documents)
- Assistance with year-end journal entries and account reconciliations
- Consultation on tax elections and compliance matters

B. Ongoing / Advisory Services (as requested)

- Financial consultation for the Board of Directors
- Guidance on reserve funding and reserve studies
- Support during Board or Annual Meetings

3. Firm Qualifications

Proposals should include the following information:

- Firm name, address, and years in business

- Description of the firm’s experience providing accounting services to homeowners associations
- Number of HOA clients currently served
- Licensure status and confirmation that the firm and assigned staff are in good standing
- Proof of professional liability insurance

4. Fee Proposal

Proposals must include a clear and detailed fee structure, including:

- Annual fees for base services
- Hourly rates for additional or special services
- Any out-of-pocket or administrative expenses
- Identification of services not included in the base fee

5. Proposal Submission Requirements

Proposals should be concise, well organized, and include the following sections:

1. Firm Qualifications and Experience
2. Description of Services
3. Assigned Personnel
4. Fee Proposal
5. References

6. References

Please provide at least three (3) references from current or recent HOA clients, including:

- Client name
- Contact person and title
- Phone number and email address
- Description of services provided

7. Evaluation Criteria

Proposals will be evaluated based on, but not limited to, the following criteria:

- Experience with homeowners associations
- Qualifications of assigned personnel
- Scope and quality of proposed services
- Fee structure and overall value
- Responsiveness and clarity of proposal

8. RFP Schedule

- RFP Issue Date: 2/1/2026
- Proposal Due Date: 2/20/26
- Anticipated Selection Date: 3/1/26

The Association reserves the right to modify this schedule at its discretion.

9. Terms and Conditions

- The Association reserves the right to reject any or all proposals
- The Association may request additional information or clarification from proposers
- Submission of a proposal does not obligate the Association to award a contract
- All costs incurred in preparing a proposal are the responsibility of the proposer

10. Submission Instructions

Proposals should be submitted electronically in PDF format to:

Malibu Bay Homeowners Association – Malibubayhoa@gmail.com

No later than close of business 2/20/26