



**THE
HOLLYWOOD
PARTNERSHIP**

The Hollywood Partnership

FINANCIAL REVIEW AND TAX RETURN PREPARATION REQUEST FOR PROPOSAL (“RFP”)

Request for Proposal
November 16, 2020

Section One: Summary

Hollywood Property Owners Alliance (“HPOA”) dba The Hollywood Partnership (“The HP”) invites all qualified parties to submit a quote to conduct a financial review for the Hollywood Entertainment District (“HED”) Business Improvement District (“BID”) and prepare tax returns for two nonprofit organizations – HPOA and Central Hollywood Coalition (“CHC”). The HP seeks a Certified Public Accountant’s firm (“Professional”) with specific expertise with non-profit clients and an understanding of the unique needs of organizations which manage BIDs. As required by the contract held with the City of Los Angeles, The HP must submit a full disclosure financial statement covering the fiscal year (calendar year 2020) accompanied by an independent Certified Public Accountant’s review report.

The HP is a 501(c)6 nonprofit corporation that manages the HED. The HP is governed by a board comprised of property owners and stakeholders representing the diverse array of property types in the HED, including: office, industrial, residential, hotel, retail, studios, nonprofit and government uses. The HED is funded by more than 600 property owners through self-assessments of more than \$7.4M annually to pay for cleaning, safety, placemaking, communication, research, marketing, and advocacy services in the BID. In 2019, the HED was renewed for a period of ten years and expanded to include the CHC. The CHC’s authorization term has now concluded, but previously it was managed via contract by the HPOA. The CHC was essentially annexed during the renewal of the HED. The HP / HPOA Board continues to govern the HED and the (former) CHC.

Section Two: Submittal Instructions

A digital copy of your proposals and qualifications should be submitted in PDF format by 5 p.m. December 18th, 2020, and directed to:

The Hollywood Partnership
Lorin Lappin – Business & Finance Manager
lorin@hollywoodbid.org

Qualified vendors are encouraged to send an email by December 11th, 2020 indicating their intent to submit a proposal. Late proposals will not be accepted and therefore will not be considered in this bid process.

Any questions regarding this Request for Proposal (RFP) should be emailed to Lorin Lappin at lorin@hollywoodbid.org by 5 p.m. on December 11th, 2020. Responses will be forwarded to all Professionals having submitted an email indicating their intent to submit a proposal. Phone calls and other solicitation discouraged.

Proposals should include: Company profile, experience in providing financial review and tax services to non-profit organizations, itemized costs for services and client engagement, availability / timeline for completion, and references for comparable

clients. Final financial review report for the 2020 Tax Year is due April 9th, 2021 and final tax return forms are due May 15th, 2021.

Section Three: Professional's Qualification

1. Professional is expected to have a specific expertise with non-profit organizations.
2. Professional should have detailed knowledge about organizations which manage property-based business improvement districts.
3. Professional must be in good-standing with an active certified public accounting license by the Board of Accountancy in the State of California.

Section Four: Selection Process / Timeline

The HP will review and evaluate all proposals submitted in response to this RFP. If necessary, interviews will be conducted in early January 2021 after all proposals are reviewed by The HP's Finance Committee. A Professional will be selected by January 21st, 2021.

The proposals will be evaluated according to:

- Company experience and expertise,
- Knowledge of non-profit organizations,
- Demonstrated ability through comparable success,
- Proposed cost, and
- Vendor availability for completing the scope of work in a timely fashion.

Section Five: Available Budget

The maximum amount of funding available for the services is \$16,000.

Section Six: Scope of Services

The Scope of Services shall include:

1. Annual financial review of the combined financials statements for the fiscal year ended December 31, 2020 and review of the source documents;
2. Management letter to be submitted to the City of Los Angeles City Clerk's office containing comments and recommendations with respect to accounting and administrative controls and efficiency;
3. Tax filings for Hollywood Property Owners Alliance (dba The Hollywood Partnership) and Central Hollywood Coalition; and
4. Brief presentations of the financial review to the Finance Committee (early April 2021) and The HP Board of Directors meeting on April 15th, 2021.