



DOWNTOWN SPOKANE PARTNERSHIP

REQUEST FOR QUALIFICATIONS AND PROPOSALS **Audit Services**

Downtown Spokane Development Association (DSDA)

Issued: December 1, 2025

Proposals Due: January 2, 2026

1. Introduction

The Downtown Spokane Development Association (DSDA) invites qualified certified public accounting firms to submit proposals to perform annual audit services. We seek a firm with demonstrated nonprofit audit experience, particularly with 501(c)(6) organizations and entities administering Business Improvement Districts (BIDs). Our goal is a multi-year partnership characterized by accuracy, consistency, and a deep understanding of our public-facing role in downtown economic management.

2. Organizational Overview

The DSDA is a 501(c)(6) nonprofit business association operating as the Downtown Spokane Partnership (DSP). DSDA also serves as the contracted administrator of the Downtown Spokane Business Improvement District (BID) through a long-standing agreement with the City of Spokane. Additionally, DSDA oversees the Downtown Spokane Community Investment Group (DSCIG), a 501(c)(3) supporting organization with limited annual activity that will not require an audit.

Our Structure Includes:

- **Downtown Spokane Development Association (DSDA) / Downtown Spokane Partnership (DSP)**
 - Membership-based chamber-style downtown management organization
 - Provides economic vitality programming, business support, events, marketing, and administrative functions

- **Downtown Spokane Business Improvement District (BID)**
 - Assessment-funded program delivering Clean & Safe services, ambassador operations, beautification, and placemaking
 - Managed by DSDA under contract with the City of Spokane
- **Downtown Spokane Community Investment Group (DSCIG) (501(c)(3))**
 - Supporting organization with minimal activity
 - Mentioned here for structural transparency
 - Excluded from this audit engagement

Financial Resources & Systems

- **Accounting:** FY2024 was on QuickBooks Desktop 2021 Pro and we fully transitioned to QuickBooks Online Advanced January 1, 2025
- **Finance Staff:** Director of Finance & Impact, Accounting & Administrative Associate, Administrative Services Coordinator
- **Payroll/HRIS:** Paylocity through 8/2025 then switched to BambooHR
- **Combined Annual Revenue:** Approximately \$2M
- **Operational Footprint:** Multi-department, multi-class environment supporting 25–35 staff depending on season

3. Scope of Services

The selected firm will provide a comprehensive annual audit of the following:

1. **DSDA (including DSP operations)**
2. **The Downtown Spokane Business Improvement District (BID)**
3. **Preparation of required financial statements** and issuance of the auditor's opinion. Management letter should be delivered in draft form alongside the draft financial statements
4. **Internal control evaluation** and written management letter with recommendations
5. **Single Audit determination** (if applicable)
6. **Regular communication** with DSDA leadership, Treasurer, and Executive Committee

7. **Attendance at meetings** with DSDA Board of Directors and the BID Ratepayer Advisory Board to present audit results

Timeline Expectations

- **Fieldwork:** 6–8 weeks after fiscal year-end (Dec. 31)
 - **Draft Report:** Within 45 days of fieldwork completion
 - **Final Report:** June 15, 2026
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4. Proposal Requirements

Proposals should be succinct but complete. Each firm must include the following:

A. Firm Background

- Overview of the firm and office location(s)
- Nonprofit and BID experience
- List of comparable audit engagements
- Summary of the firm's audit philosophy

B. Staff Qualifications

- Names and bios of key team members
- Engagement lead and supporting staff
- Plans for continuity and coverage

C. Approach & Methodology

- Proposed audit plan and timeline
- Internal control assessment strategy
- Technology capabilities and file-sharing approach
- Expectations of DSDA staff assistance
- DSDA values a collaborative audit process and expects timely communication regarding proposed adjusting entries before they are recorded.

D. Fee Proposal

- Fixed or not-to-exceed fee for audit
- Hourly rates for additional services, if applicable

Historical Note:

In prior years, our external auditor has prepared the annual financial statements and performed certain year-end adjustments, including lease liability calculations and depreciation schedules. DSDA welcomes proposals that either include or exclude these services, provided the fee structure is clear.

E. References

- Three references from similar clients
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5. Evaluation Criteria

Proposals will be evaluated on the following:

- Demonstrated experience with nonprofit/BID auditing
 - Technical qualifications and audit methodology
 - Team expertise and professional reputation
 - Cost effectiveness
 - Ability to meet required timelines
 - Clarity, professionalism, and completeness of submission
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6. Term of Engagement

DSDA intends to establish a **three-year engagement with the first audit being FY2025**. Continuation is subject to annual performance evaluation and mutual satisfaction.

7. Submission Instructions

Please submit all proposals electronically in PDF format to:

Brandon Dewey

Director of Finance & Impact

Downtown Spokane Partnership

Email: bdewey@downtownspokane.org

Phone: 509.456.0580

Proposal Deadline: Friday, January 2, 2026

Late submissions may not be considered.

8. Reservation of Rights

DSDA reserves the right to:

- Reject any or all proposals
- Request additional information
- Conduct interviews with finalist firms
- Select the firm that best meets DSDA's operational and fiduciary needs

Equity and Accessibility

Disadvantaged, minority, and woman-owned businesses are strongly encouraged to apply. Alternative formats of this RFQ/P are available upon request for persons with disabilities.

Legal Notice

This RFQ/P is not an offer to contract and does not obligate DSP to accept any or all proposals. All rights reserved.