



## **Request for Proposal (RFP)—6/26/26**

# **Accounting Services for Downtown Business Improvement District Corporation and Related Entities**

### **Background**

#### **Downtown Business Improvement District Corporation**

Downtown Business Improvement District Corporation (DBIDC), a nonprofit organization under Section 501(c)(6) of the Internal Revenue Code (IRC), was incorporated under the laws of the District of Columbia on May 20, 1997. Legislation enacted by the District of Columbia allowed for the creation of a Business Improvement District (BID).

The DBIDC began operating a BID in the downtown area of the District of Columbia (DowntownDC) on October 1, 1997. The process for renewal is laid out in the law that establishes business improvement districts (DC ST §2-1215.18). In July 2022, the DBIDC renewed its District of Columbia charter for the five-year period ending September 30, 2027. The DBIDC plans to submit its next renewal application in June 2027 for the five-year period ending September 30, 2032. The DBIDC works to enhance the economic vitality of the DBIDC area by providing a variety of services to the DBIDC's members.

DBIDC receives between 55% and 70% of its support and revenue from BID taxes paid to the District of Columbia by owners of real property within the geographic confines of the DBIDC.

DBIDC utilizes Blackbaud for its accounting software, and Paper Save for AP/vendor payments. The DBIDC's Finance Department consists of four employees (Chief Financial Officer, Controller, Senior Accountant and Staff Accountant).

The Board of Directors of DBIDC has delegated the oversight of its annual corporate audit, 4019(k) audit and tax returns to its Executive and Finance Committees.

Gerren Price, President and Chief Executive Officer of the DBIDC, and Gerry Widdicombe, Chief Financial Officer of the DBIDC, are the liaisons to the DBIDC Board of Directors, Executive Committee and Finance Committee. Lulu Liu, Controller of the DBIDC, is the point of contact with the accounting services firm that work for the DBIDC and the other entities listed in this RFP.

The Finance Department of the DBIDC does the accounting work for DBIDC and the entities listed in this RFP.

#### **Downtown BID Services Corporation**

On November 2, 1999, the Downtown BID Services Corporation (DSCO), a nonprofit organization under Section 501(c)(6) of the IRC, was incorporated under the laws of the District of Columbia. The DBIDC provides substantially all the DSCO's funding and the DSCO provides safety and maintenance services to

the DBIDC. The DBIDC provides all financial and administrative services to DSCO, and the DBIDC has the ability to control the DSCO's activities; therefore, the DSCO's financial statements have been consolidated with the DBIDC's financial statements.

### **The DowntownDC Foundation**

The Downtown DC Foundation (DBIDF), a nonprofit organization under section 501(c)(3) of the IRC, was established by DBIDC and commenced operations during the year ended September 30, 2019. DBIDF's mission is to serve as a vehicle for philanthropic initiatives aligned with DBIDC's mission. DBIDC provides all financial and administrative services to DBIDF. As a result of the DBIDC's financial and administrative support of, and involvement in the setup of the DBIDF, the DBIDF's financial statements have been consolidated with the DBIDC's financial statements. The Board of Directors and Executive Committee of the DBIDF reviews its annual audit and tax returns.

### **Developer Roundtable**

The Developer Roundtable (DR) is a 501 (c)(6) corporation. The Roundtable does not require an annual audit nor is it consolidated with the DBIDC. Due to its small size (revenue of less than \$100,000 per year), the Roundtable only requires the following accounting services: preparation of Federal Form 1120 and a DC Corporate Franchise Tax Return. DBIDC provides all financial services to DR.

### **Accounting Services to be Performed**

DBIDC and its related entities require the following services that are being requested in this RFP for the five years, Fiscal Years (FYs) 2026 – 2030 (DBIDC's fiscal year runs from October 1<sup>st</sup> of the previous calendar year through September 30<sup>th</sup> of the fiscal year – For example, FY 2026 is the time period 10/1/25 – 9/30/260):

1. Downtown Business Improvement District Corporation:
  - Annual audit.
    - The Downtown DC Foundation is consolidated with the DBIDC.
    - The DDSO is consolidated with the DBIDC.
    - Presentation of annual audit to Executive and Committees in February of each year.
    - Presentation of annual audit to Board of Directors in April of each year.
  - Form 990
  - 401(k) Plan annual audit. The DBIDC has 105 to 115 total participants in its 401(k) Plan: approximately 85 active members and approximately 20 to 30 inactive members.
2. DowntownDC Foundation:
  - Stand-alone annual audit of Downtown DC Foundation.
  - Form 990
  - Annual financial presentation to Executive Committee and Board of Directors.
3. Downtown BID Services Corporation
  - Form 990
4. Developer Roundtable:
  - Form 1120
  - DC Corporate Franchise Tax Return

### **Timeline/Significant Dates (using FY 2026 dates):**

- DBIDC and DBIDF audit fieldwork commences on November 1, 2026.
- Draft DBIDC and DBIDF audits due to DDC Finance Department between January 15 to 31, 2027.

- Meeting to review audit results:
  - DBIDC FY 2026 Audit:
    - Executive and Finance Committees between January 15 to 31, 2027.
    - Board of Directors in April 2027.
  - DBIDF FY 2026 Audit
    - DBIDF Executive Committee and Board of Directors by end of February 2027.
- Issuance of Audits on January 31<sup>st</sup> following the end of a fiscal year: FY 2026 (10/1/25—9/30/26) audit to be issued by January 31, 2027.
- Form 990 for FY 2026 drafts due to management by May 15, 2027.
- Form 990 for FY 2025 completion/filing by June 15, 2027.
- DR Tax Returns :
  - District of Columbia 2026 tax return completion by March 31, 2027.
  - Federal 2026 tax return completion by June 16, 2027.

### **Proposal Requirements**

1. General information
  - a. **What is the latest date that the DBIDC can let your firm know it has been selected to provide the accounting services listed in this RFP and your still being able to meet the deadlines listed in this RFP?**
  - b. Provide name, address, email address and telephone number of your firm's contact person for this RFP.
  - c. Provide a general description of the firm's background, history and ownership structure. Please indicate if within the past three years there have been any significant developments in your firm such as changes in ownership or restructurings. Please indicate if you anticipate future significant changes in your firm.
  - d. Provide additional general information of your choice, but limit it to one page.
2. Organization and expertise
  - a. Provide the following:
    - i. Your firm's overall experience providing audit and tax services to nonprofit organizations.
    - ii. Experience auditing Employee Benefit Plans.
    - iii. Number of non-profit organizations where you provide the services we are seeking.
      - Number of firms with annual revenue and expenses of between \$10 million and \$30 million.
    - iv. Of the total above, indicate how many are 501(c)(3) or 501(c)(6) organizations.
  - b. Provide brief resumes for the key people who will be involved in the engagement, including areas of specific expertise.
  - c. Describe any material litigation, regulatory actions, disciplinary actions or legal proceedings in which your firm, any of its officers or principals or those that will be assigned to our account are or have been involved over the last five years. If any, please provide an explanation and indicate the status or disposition of the action. Under disposition, include any censures or reprimands received from regulatory bodies.
  - d. Describe any industry awards or recognition earned by your firm and/or staff and how you have demonstrated leadership in the industry.
  - e. Describe your firm's customer service philosophy.
  - f. Describe your firm's use of technology to facilitate the audit process.
  - g. Describe your firm's process for avoiding any conflicts of interest.

3. Pricing and Fees

- a. Provide your pricing for the accounting services listed on page two for five years, listing the price for each service separately for each year. Please feel free to provide an alternative fee schedule.
- b. Provide your firm's procedures for managing any cost overruns that may occur, including those which are client-imposed, those necessitated in response to government overseers or those caused by inaccurate estimates on your part.

4. References (three total)

Names and contact information for other, similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.

**Other Information**

Electronic submissions are required; please submit via email to Gerry Widdicombe, Chief Financial Officer DBIDC, at [gerry@downtowndc.org](mailto:gerry@downtowndc.org) and Lulu Liu, Controller DBIDC, at [lulu@downtowndc.org](mailto:lulu@downtowndc.org), no later than 5:00 pm Eastern Standard Time on July 14, 2026. Proposals will be reviewed and scored by July 16, 2026. Firms will be notified on July 16, 2026, regarding the opportunity to interview with DBIDC staff between July 20, 2026, and July 24, 2026. The DBIDC will make a final decision by July 28, 2026. This timeline is short; thus, please let us know if you would like more time to respond.

To make your firm's proposal as accurate as possible, the DBIDC will provide copies of our recent audit reports and 990 filings upon request.

Questions regarding this RFP should be directed to both:

Gerry Widdicombe, Chief Financial Officer  
DowntownDC Business Improvement District  
1275 K Street NW, Suite 1100  
Washington, DC 20005  
[gerry@downtowndc.org](mailto:gerry@downtowndc.org)  
202-638-3232

and

Lulu Liu, Controller  
DowntownDC Business Improvement District  
1275 K Street NW, Suite 1100  
Washington, DC 20005  
[lulu@downtowndc.org](mailto:lulu@downtowndc.org)  
202-638-3232