



REQUEST FOR PROPOSALS

Management of the 2025 through 2028 Annual Accounting Audit

Love Catalina Island
Catalina Island Tourism Authority

AKA: Catalina Island Chamber of Commerce & Visitors Bureau, Inc.

P.O. Box 217
#1 Green Pleasure Pier
Avalon, CA 90704
(310) 510-1520

Jim Luttjohann, President & CEO

310-510-7643

Jim@LoveCatalina.com

Key RFP Dates

Issue Date:	November 5, 2025
Question Submittal:	November 24, 2025
Pre Proposal Site Visit:	Before January 5, 2026
Proposal Submittal Date:	January 8, 2026
Notification for Interviews:	January 26, 2026
Online Interviews Date:	Week of February 9, 2026
Final Selection and Notification:	March 20, 2026

November 5, 2025

SUBJECT: NOTICE OF REQUEST FOR PROPOSALS

Love Catalina Island's Catalina Island Annual Audit

To whom it may concern:

Love Catalina Island Tourism Authority, and Care For Catalina, (CITA) are two related non-profit organizations that together make up the tourism authority for Catalina Island, with the latter having a sustainable tourism focus. CITA invites proposals from qualified accountants to manage the yearly audits and tax filings, traditionally done annually in August with a full report due to the City of Avalon in October. The fiscal year is July 1-June 30 of each year. The successful candidate firm will integrate all the elements of an audit providing reports our organization can use for the presentation to the City of Avalon. This request solicits proposals to manage the fiscal year-end 2026, 2027 and 2028 audits.

Background:

Love Catalina Island Tourism Authority (also known as the Catalina Island Chamber of Commerce & Visitors Bureau) currently employs a staff of eight and is the official Destination Marketing and Management Organization for Catalina Island. The corporation is organized exclusively for purposes within the meaning of section 501(c) 6 of the Internal Revenue Code of the United States. Care for Catalina was recently formed as a subsidiary of Love Catalina Island as a 501(c)3.

Mission: Businesses, Residents and Visitors Benefit from Catalina Island's Vitality as a Year-Round Tourism Destination (with results optimizing use of available resources).

Policy:

Love Catalina Island solicits proposals for services at least every three years. The Board of Directors may extend an agreement for an additional two years prior to seeking new proposals.

Submissions:

Proposals must be submitted prior to close of business at **5:00 p.m. on Thursday, January 8, 2026.**

Proposals delivered shall be submitted as follows:

Jim Luttjohann, President & CEO
Love Catalina Island
Catalina Island Tourism Authority

#1 Green Pleasure Pier
P.O. Box 217
Avalon, CA 90704
310-510-7643

Site Visit:

Project principals may wish to visit Catalina Island to review logistics, meet our staff, etc. This should be scheduled on or before Monday January 5, 2026. CITA staff will make themselves available by appointment.

Proposal – MAXIMUM 10 PAGES:

Within their proposal, Offerors are asked to include (see detail in Section II):

1. Cover Letter, 1 page
2. Technical Proposal, 2-5 pages
 - a. Qualifications
 - b. Proposed staffing
 - c. Work Plan
 - d. Evaluation: Indicators for successful tax preparation and reports needed for CEO's presentation to City of Avalon each of years 1, 2 and 3.
3. Proposed Financial Model, 1-2 pages — i.e. fixed fee, other.

Organization Requirements:

1. Annual financial statement audit
2. Preparation of Federal and State tax returns
3. Management letter
4. Reports required by City of Avalon

All services listed above must be completed by September 30 each fiscal year, in order for our board of directors to review each document prior to its submission to the City of Avalon each October. This RFP for accounting audit services is soliciting bids from qualified Certified Public Accountant firms to perform an independent audit of its financial statements.

CITA receives funds from the City of Avalon which a large percentage is used for marketing and musical performances. The funds received are a voted indebtedness that must be accounted for each fiscal year. The annual audit is the one time each year your firm would have access to our files, records, etc. Work with the bookkeeper on staff at CITA to obtain such information necessary to complete the financial and compliance audit, taxes, and annual financial statements. Work with the bookkeeper and advise on practices for accurate bookkeeping.

Interviews: CITA has established the week of February 9, 2026 as the week to conduct online interviews. All prospective Offerors are asked to keep this week available. CITA will notify those Offerors selected for an interview no later than Monday, January 26, 2026.

Sincerely,

LOVE CATALINA ISLAND TOURISM AUTHORITY
CATALINA ISLAND CHAMBER OF COMMERCE & VISITORS BUREAU

SECTION I - INSTRUCTION TO OFFERORS

A. EXAMINATION OF PROPOSAL DOCUMENTS

By submitting a proposal, Offeror represents that it is familiar with the work required under this RFP to produce taxes, financial statements and documents necessary for the CEO's annual report to the City of Avalon.

B. ADDENDA

Any changes by CITA to the requirements of this procurement will be made by written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. CITA will not be bound to any modifications to or deviations from the requirements set forth in this RFP as a result of oral instructions. Offerors shall acknowledge receipt of addenda in their proposals.

C. LOVE CATALINA ISLAND CONTACT

All questions and/or contacts with CITA staff regarding this RFP are to be directed to: Jim Luttjohann, CEO & president, Love Catalina Island, Jim@LoveCatalina.com, #1 Green Pleasure Pier, P.O. Box 217, Avalon, CA 90704, 310-510-7643. All questions must be received by CITA by end of business day at 5:00 p.m., Monday, November 24, 2025. We are unable to respond to inquiries received after 5:00 p.m., Monday, November 24, 2025.

D. SUBMISSION OF PROPOSALS

1. Date and Time: Proposal submissions must be received by 5:00 p.m. on Thursday, January 8, 2026. Proposals received after the above specified date will be accepted at the discretion of CITA.

2. Address: Proposals shall be submitted to the following address: Jim Luttjohann, President & CEO, Love Catalina Island, Jim@LoveCatalina.com, #1 Green Pleasure Pier, P.O. Box 217, Avalon, CA 90704, 310-510-7643.

3. Identification of Proposals: If hard copies are submitted, Offeror shall submit three copies of its proposal in a sealed package. The package shall be addressed as shown above, bearing the Offeror's name and address, and clearly marked as:

"Annual Accounting Audit, Love Catalina Island"

4. Acceptance of Proposals

- a. CITA reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals.
- b. CITA reserves the right to withdraw or cancel this RFP at any time without prior notice, and CITA makes no representations that any contract will be awarded to any Offeror responding to this RFP.
- c. CITA reserves the right to postpone proposal openings for its own convenience.
- d. All proposals submitted become the property of CITA aka Catalina Island Chamber of Commerce & Visitors Bureau, Inc.
- e. Submitted proposals are not to be copyrighted.

E. PRE-CONTRACTUAL EXPENSES

CITA shall not, in any event, be liable for any pre-contractual expenses incurred by Offeror in the preparation of its proposal. Offeror shall not include any such expenses as part of its proposal.

Pre-contractual expenses are defined as expenses incurred by Offeror in:

1. Preparing its proposal in response to this RFP;
2. Visiting Catalina Island in preparation to submit an RFP;
3. Submitting that proposal to CITA;
4. Negotiating with CITA any matter related to this proposal; or
5. Any other expenses incurred by Offeror prior to the date of award, if any, of the Agreement.

F. JOINT OFFERS

Where two or more Offerors desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. CITA intends to contract with a single firm and not with multiple firms doing business as a joint venture.

G. INSURANCE

The successful Offeror shall at its cost and expense, at all times during the term of its agreement with CITA, procure and maintain broad form liability insurance. Such insurance policy or policies shall be procured and maintained with minimum combined single limits of coverage for bodily injury or death and property damage of not less than \$1 million. Catalina Island Chamber of Commerce & Visitors Bureau shall be named an additional insured.

H. CONTRACT TYPE

It is anticipated that the Agreement resulting from this solicitation, if awarded, will be a fixed duration with possible renewal options.

SECTION II - PROPOSAL FORMAT AND CONTENT

A. COVER LETTER

The Cover Letter shall be addressed to Jim Luttjohann, President & CEO and must contain the following:

1. Identification of Offeror that will have contractual responsibility with CITA. Identification shall include legal name of company, corporate address, email address, telephone and FAX numbers. Include name, title, address, email address and telephone number of the contact person identified during the period of proposal evaluation.
2. Identification of Offeror's Project Manager that will have primary responsibility for performance under the contract. Include name, title, address, email address and telephone number.
3. Identification of all proposed subcontractors, if any, including legal name of company, contact person name, address, email address, telephone and FAX numbers; relationship between Offeror and subcontractors, if applicable.
4. Acknowledgement of receipt of all RFP addenda, if any.
5. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submission.
6. Signature of a person authorized to bind Offeror to the terms of the proposal and verify that all submitted information is true and correct.

B. TECHNICAL PROPOSAL

1. Qualifications, Related Experience and References of Offeror

This section of the proposal should establish the ability of Offeror to satisfactorily perform the required work by reasons of experience in performing work of the same or similar nature; demonstrated experience working on financial audits and taxes; strength and stability of the Offeror; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references. Equal weighting will be given firms for past experience performing work of a similar nature whether with CITA or elsewhere.

Offeror to:

- a. Provide a brief profile of the firm, including the scope of work performed; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; number of employees.
- b. Provide a general description of the firm's financial condition, identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Offeror's ability to complete the project. CITA does not have a policy for debarring or disqualifying firms.
- c. Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.
- d. Describe experience in working with the various agencies that may have jurisdiction over the audit specified in this RFP. Please include specialized experience and professional competence in areas directly related to this RFP.

e. Provide a list of past joint work by the Offeror and each subcontractor, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.

f. Three (3) references should be provided. These references shall be a combination of completed and current audits and taxes. At least one of the references must have experience with the proposed Project Manager. Furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Offeror may also supply references from other work not cited in this section as related experience.

2. Proposed Staffing and Project Organization

This section of the proposal should establish the method that will be used by the Offeror to manage the project as well as identify key personnel utilized.

Offeror to:

- a. Provide education, experience, licensing, certifications and applicable professional credentials of staff working on this project. Include applicable professional credentials of key project staff.
- b. Furnish brief bios for the proposed Project Manager and other key personnel.

3. Work Plan

Offeror shall provide a narrative that addresses the Scope of Work and shows Offeror understands CITA's goals, needs and requirements.

Offeror to:

- a. Identify a timeline of tasks leading up to and through immediately following the audit.
- b. Identify any special issues, problems, and challenges likely to be encountered during this project and how the Offeror would propose to address them.
- c. Describe the approach and work plan for completing the tasks specified in the Scope of Work. The work plan shall be of such detail as to demonstrate the Offeror's ability to accomplish the project objectives and overall schedule towards a successful audit.
- d. Identify methods that Offeror will use to ensure quality control as well as budget and schedule control for the project.

C. FINANCIAL MODEL

The Offeror shall submit a detailed financial analysis of costs in Excel or Google docs. Proposed financial models may include, but are not limited to: firm fixed price, cost plus, etc.

D. SUPPORTING DOCUMENTS

If so desired it is acceptable to include charts, photos, etc. if any.