



December 15, 2025.

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**PRODAN
STATEV**

**SUBHAJEET
GHOSE,
EXECUTIVE
DIRECTOR**

The Yerba Buena Gardens Conservancy (“the Conservancy”) is accepting proposals from CPA firms to provide audit and tax services commencing with our fiscal year ending June 30, 2026. We invite your firm to submit a proposal to us by **Monday, February 2, 2026, 5pm PST** for consideration. A description of our organization, the services needed, and other pertinent information follows, and is available on our website www.yerbabuenagardens.org

Background of the Yerba Buena Gardens Conservancy:

The Conservancy is a 501(c)(3) civic nonprofit organization established in July 2019 to operate and manage Yerba Buena Gardens on behalf of the City and County of San Francisco.

Mission: Program, operate, maintain, and improve the publicly owned open spaces, cultural facilities, and related components of San Francisco's Yerba Buena Gardens, working in conjunction with the Garden's nonprofit cultural organizations, commercial tenants and the City and County of San Francisco, for civic and public benefit and enjoyment by the city's visitors and residents.

Structure and Governance: The Conservancy's Board of Directors is made up of a cross-section of Yerba Buena Gardens' stakeholders, community members, civic leaders, and City appointees. A small staff led by Executive Director, Subhajeet Ghose, contracts for maintenance, operations, programming, and security-safety services to sustain cost efficiencies. Oversight is by the City as landlord, auditor, and technical advisor.

Key statistics, for year ended June 30, 2025, of the Organization are as follows:

- Annual revenues for the year ending June 30, 2025, were roughly \$10 million, including \$9 million in collected rent.
- The YBG was built through a federal contract (Housing and Urban Development (HUD) Contract). All revenue from sales or lease must be treated as program income under Community Development Block Grant (CDBG) program.
- 16 employees

SERVICES TO BE PERFORMED

1. Annual financial audit and issuance of audit report and opinion in accordance with generally accepted auditing standards and standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.
2. Audit of major federal awards (Single Audit) and Data Collection Form.
3. Assist with preparing Form 990 and related tax filing.
4. Presentation of results of the audits to the Conservancy Audit Committee and the Conservancy Board of Directors (November or December).
5. Assistance to management throughout the year with accounting questions/consultation and providing research materials upon request.
6. Services should include as appropriate, relevant interim and year-end fieldwork and timely planning and exit meetings with management.
 - a. The Organization's fiscal year ends June 30. Fieldwork historically begins mid to late August. Audited financials must be completed by November 30th.

PROPOSAL TIMELINE

RFP Released	December 15, 2025
Electronic confirmation of Vendors with bid intention	January 15, 2026
Proposal Due Date	February 2, 2026, 5pm (PST) by email.
Internal review of submission	February 2 through April 1, 2026
Contract awarded	April 1-15, 2026
Projected Contract start date:	July 1, 2026

MANDATORY QUALIFICATIONS OF THE AUDITORS

1. The auditor shall be a certified public accountant.
2. The auditor shall meet the independent standards of the GAO Standards for Audit of Government Organizations, Program, Activities, and Functions and the Single Audit Act of 1984.
3. The auditor must not have a record of substandard audit work, as verified by the most recent peer review.
4. Be a firm of certified public accountants eligible by law and licensed to practice public accounting in the State of California.

VENDOR QUESTIONNAIRE

In response to this request, please provide the following information in as much detail as possible:

1. Describe your firm, including size of firm, business units or major lines of services, number of offices, number of partners, and total number of employees.
2. Detail your firm's experience in providing auditing, tax and non-assurance services to organizations in the not-for-profit sector and organizations of a comparable size to the Conservancy.
3. Detail your experience with Federal single audit requirements and other federal funding requirements.
4. General expectations around interaction with the Conservancy staff including but not limited to:
 - a) Information on whether the audit will be conducted in person or in a virtual environment.
 - b) Information on whether the firm expects to draft the notes to the financial statements or whether the firm expects the Conservancy staff to do so.
 - c) Information on whether the firm expects to create the schedule of federal awards or whether the firm expects the Conservancy staff to create this schedule.
5. Describe how your firm will approach the audit of the Conservancy. Note the areas that will receive primary emphasis and how those areas are determined. Also, discuss the firm's use of technology and/or other outside services during the audit.
6. Describe how your firm will review and assess the Conservancy's overall control environment, including risk management.
7. Describe the communication process used by the firm to discuss issues with the management and the audit committee of the board.
8. Discuss your commitments to staff continuity, including your staff turnover experience in the last three years.
9. Describe your plan for availability and responsiveness to questions or issues that may arise outside of the regular auditing period, and your ability to adapt to changes in the scope of work, as the needs of the Conservancy may evolve over time.
10. Information on non-audit services that the firm makes available to its clients, that may add value to the relationship between the organizations.
11. Description of plan for transitioning from prior service provider and what your firm will require the Conservancy to do to facilitate a smooth transition.

12. Provide three (3) references from similarly sized clients receiving the same/similar audit and tax services. Include name, contact name, e-mail, and phone number for each, and a brief on the services provided by your firm.
13. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
14. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
15. The Conservancy expects to establish a multi-year working relationship with its partners. Please describe your proposed annual fee for audit and related tax filings for three fiscal years. Proposed fees for the audit and tax filing should be quoted separately and describe the exact nature of the services provided.
16. Describe how you bill for questions on technical matters that may arise throughout the year.

SERVICE AGREEMENT TERM

The service agreement shall be a **three-year term**, to commence on July 1, 2026. Every year after the Audit approval, typically in January, the Conservancy will evaluate the service agreement, in consultation with the audit firm, for each of the three years.

The service agreement **may be renewed for an additional two-year term**, under the same terms and conditions set forth in the agreement, subject to the Conservancy Board approval.

REQUEST FOR INFORMATION

Requests for additional information must be sent via email to the Finance Manager, Marie Aubry, at maubry@ybgardens.org All potential addendums, responses, and additional information will be distributed to all bidders, regardless of who made the request. The Conservancy reserves the right to determine the timing and content of the responses, if any, to all questions and requests.

CONTRACT AWARD

The Conservancy will award the contract to the bidder it considers will provide the **best overall service and is the best fit for the Conservancy**. Priorities considered in the evaluation and selection process:

- 1) Best price reasonably attainable (30pts).**
- 2) Vendor performance and reference review (20 pts).**
- 3) Local Business Enterprise (LBE) designation (10 pts).**
- 4) Answering all 16 questions in the questionnaire in the most impactful way (40 pts).**

A committee of Board Members, and Staff will be on the Review Panel to assess the merits of all the applications. Their final decision is to be respected as having been conducted with the highest level of integrity and fairness.

Prior to the Award of this audit contract and at any time during the contract, the Conservancy may conduct such investigation as it deems necessary to determine the conditions under which work is to be performed. The Conservancy is looking for a partnership that will provide the most value and is mission aligned. Although total cost will be a factor, we are also evaluating your service, and relevant experience.

The final awardee will be required to comply with Yerba Buena Gardens Conservancy and City and County of San Francisco prevailing wage, insurance, and indemnification language requirements. Language for the insurance requirements will be provided to any bidder upon request.

We look forward to reviewing your proposal. Thank you.

Regards,

A handwritten signature in black ink, appearing to read 'S. Ghose', with a stylized flourish at the end.

Subhajeet Seve Ghose
Executive Director
Yerba Buena Gardens Conservancy