

**OFFICIAL NOTICE  
REQUEST FOR PROPOSAL**

**Milwaukee Public Library  
814 West Wisconsin Avenue  
Milwaukee, Wisconsin 53233**

**RFP # MPL-22-006  
Dated: August 5, 2022  
Due Date: September 16, 2022**

**REQUEST FOR PROPOSAL (Hereinafter referred to as “RFP”)** from the Board of Trustees of the Milwaukee Public Library, City of Milwaukee, Wisconsin, for **Financial and Compliance Audit Services** in accordance with scope of services attached. Contract term covers audits for fiscal years 2022 through 2025, with the option to extend for one additional two-year period.

All questions concerning the meaning or intent of the RFP, Scope of Services, Standard Terms and Conditions, or other contract documents should be submitted in writing to Sarah Leszczynski, Business Manager, via e-mail to [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov), no later than **Friday, August 26<sup>th</sup>, 2022**. An addendum will be issued on **Wednesday, August 31<sup>st</sup>, 2022** to answer all questions received relating to the RFP. The addendum will be posted on MPL’s website, [https://www.mpl.org/about/library\\_opportunities/vendors.php](https://www.mpl.org/about/library_opportunities/vendors.php), for all interested firms to view. Questions received after this time will not be answered.

All proposals shall be returned to the Board of Trustees, Milwaukee Public Library via email to [LibraryProcurement@milwaukee.gov](mailto:LibraryProcurement@milwaukee.gov), with “MPL-22-006 Financial and Compliance Audit Services” as the subject line. Proposals must be received no later than **3:00 p.m. on Friday, September 16<sup>th</sup>, 2022**. Any proposal received after the date and time specified will be rejected as non-responsive.

After proposals are opened, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library. Proposals will be available for review only after an award has been made.

When preparing a proposal, responders are instructed to thoroughly read all instructions on the Request for Proposal and its specifications. Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the RFP, the Scope of Services, the Standard Terms and Conditions, and the contract. In no event shall the responder submit its own standard contract terms and conditions as a response to this RFP. Your proposal must meet the plan(s) or scope of services set forth herein.

Proposals will be evaluated based on the criteria specified in the Request for Proposal. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as defined in the RFP.

Chapter 370 of the Milwaukee Code of Ordinances established a Small Business Enterprise Program (SBE) which is implemented through establishment of percentages of participation in all contracting activities. The ordinance requires that certified SBEs be utilized for 18% of the total dollars annually expended through professional services contracts. Applicable forms must be submitted by responders as part of the proposal. Failure to comply with these requirements may result in the rejection of the proposal.

In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities, unless contrary to federal, state or local law, or regulation. To this end, the Milwaukee Public Library will apply an award standard that adds an additional number of points, equal to 5% or the maximum number of points used in the evaluation of the RFP, to increase the total score attained by a local business enterprise. Responders seeking the Local Business Enterprise preference shall prepare and submit with the proposal an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.

The Library reserves the right to award no contracts after proposals are scored.

Signed: *Joan Johnson, Secretary*

*CITY OF MILWAUKEE, represented by the  
Board of Trustees, Milwaukee Public Library*

BY

  
Secretary