

Return by 3:00 p.m. on Friday, September 16th, 2022

RFP #: MPL-22-006

To: LibraryProcurement@milwaukee.gov

Dated: August 5, 2022

Milwaukee Public Library
Business Office
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

**MILWAUKEE PUBLIC LIBRARY
REQUEST FOR PROPOSAL FOR
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

The City of Milwaukee, acting through the Board of Trustees of the Milwaukee Public Library (Board) seeks proposals from qualified firms for Financial and Compliance Audit Services in accordance with the attached Scope of Services (Attachment 1).

Proposals will be reviewed and ranked according to the following criteria.

Reference checks will not be scored individually, but may be used to supplement all categories. Interviews may be conducted with top ranking proposers.

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| 1. Qualifications and experience of Firm and assigned staff | 40% |
| 2. Relevant experience to meet the specific needs of the Library | 30% |
| 3. Fee proposal | 30% |
| 4. SBE or LBE status | Additional 5% of total available points |

An award will be made to the responder whose proposal best meets the needs of the Milwaukee Public Library (hereinafter referred to as “Library”) as defined in this Request for Proposal (RFP). The Board reserves the right to accept or reject all or part of any proposal and accept such proposal deemed to be in the best interests of the Library; reject any or all proposals; request clarification regarding any proposal; make a partial award; or not make an award.

The resulting contract will cover audits for the fiscal years 2022 through 2024 with an option to extend for one additional two-year period by mutual consent.

The successful responder agrees to enter into contract on the form prepared by the City, a copy of which will be on file in the Business Office of the Milwaukee Public Library. In no event is responder to submit its own standard terms and conditions as a response to this RFP.

INSTRUCTIONS

The proposal should provide at least three references for which similar work was performed. The proposal shall be limited to 10 single sided pages, including graphics. This will include the names of organizations along with the name and number of a contact person for each reference used. A letter of introduction, section dividers, resumes and LBE and SBE forms are not included in this limit.

The proposal must address the following areas:

1. Credentials and Qualifications of Company and Staff

Provide information on your firm, including services offered, number and level of employees and general experience. Identify all members of the audit team for this proposal, including qualifications and experience of each member. Indicate overall supervision to be exercised.

2. Experience with Similar Audits

Describe your firm's prior auditing experience with government, library, and non-profit organizations, including the size of the organization, work performed for organization and software used for financials. Describe your approach to auditing small organizations and ability to meet audit schedules.

3. Fee Structure

Describe services that are not included in the audit fee and charges associated with those services.

Proposal Signature

The undersigned responder, by its authorized person signing below, proposes to furnish the materials and services described herein, in accordance with the terms and conditions as set forth in the Request for Proposal, the Standard Terms and Conditions, the contract, and if its Proposal is accepted, the Responder agrees to all provisions set forth herein which will become binding as part of a contract. Responder further assures that, if the Responder’s performance is contingent upon the acts of another party, the Responder has the necessary commitment to complete the contract.

Proposal: Financial and Compliance Audit Services

I/We _____
(a corporation, a partnership, an individual – cross out inapplicable)

hereby agree to execute the proposed contract and to provide proof of insurance in the amount specified in the Standard Terms and Conditions within 10 days of offering, and to provide all labor and materials required for the completion of the project designated above, for the prices hereinafter set forth, in strict accordance with the Contract documents.

The undersigned hereby submits the following proposal for the above-named project. (To be signed by person authorized to legally bind firm to proposal.)

Signature Date

Name and Title (Print or Type)

FIRM INFORMATION

Firm Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email Address of Contact Person: _____

If your firm would engage the services of other consulting firms, list them as applicable:

Can you complete all work within the schedule identified in the Scope of Services?

Yes ____ No ____

Indicate if you have done any work for the City of Milwaukee or its agencies.

I/We acknowledge receipt of addenda numbered ____ through _____.

COST QUOTATION

Audits for Years Ending:

1) December 31, 2022 _____
Dollars

2) December 31, 2023 _____
Dollars

3) December 31, 2024 _____
Dollars