



The Martin Luther King Economic Development Corporation (MLKEDC) is a 501(c)(3) organization seeking proposals for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2019 fiscal year ending on December 31. Our organization does not require a federal single audit.

MLKEDC owns and manages 190 affordable housing units, of which 142 are held in four different limited liability companies, some involving partnerships with other entities. MLKEDC is also involved in the ownership and management of approximately 75,000 sq. ft. of office and retail space and is engaged in new real estate development involving the acquisition and rehab of existing, single-family homes for resale to owner-occupants as well as the development of new, multi-family, mixed-use projects. MLKEDC receives various government funding such as Community Block Grant Administration of the City of Milwaukee and Wisconsin Economic Development Corporation and has total assets of approximately \$15 million.

Scope of Services Requested

MLKEDC requires the following services:

1. Annual financial statement audit
2. Preparation of IRS form 990
3. Preparation of Charitable Organization Annual Report for the Wisconsin Dept of Financial Institutions
4. Management letter

All the above must be completed within 180 days of the end of each fiscal year for Board review.

Proposal Requirements

Your proposal must be received by end of day on **March 15, 2020**. Your proposal should be sent to:

Nicole Robbins, Executive Director
RFP-Accounting Services
2745 N. Dr. Martin Luther King Jr. Drive, Suite 200
Milwaukee, WI 53212

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services
- b) Background and experience in auditing nonprofit clients involved in real estate development
- c) The size and organizational structure of the auditor's firm
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services
- e) A proposed timeline for fieldwork and final reporting
- f) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged
- g) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure
- h) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies
- i) 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
- j) References and contact information from at least 3 comparable nonprofit audit clients

If you have any questions or would like further clarification of any aspect of this request for bid, please email **nicole@mlkedcmke.org**. I look forward to receiving your proposal.