



## Request for Proposal Financial Audit and Tax Preparation Services

Metropolitan Ministries, a leading local 501(c)3 not-for-profit organization serving the homeless and near homeless families in Hillsborough, Pasco and surrounding counties toward self-sufficiency, seeks a Request For Proposal for annual audit and tax services for our next three fiscal years ending June 30, 2018, June 30, 2019, and June 30, 2020. In compliance with our Board of Directors oversight and our desire for full transparency we are issuing an RFP every three years.

These services include the annual consolidated audit of Metropolitan Ministries, Inc. and Affiliates, consistent with services previously provided by CliftonLarsonAllen, LLC, whose 2017 Audit Report is available to you on our website at [www.metromin.org](http://www.metromin.org) in the About and Accountability tabs:

- Consolidated financial statements at June 30 and for the year then ended, with comparative totals for the preceding year,
- Supplementary consolidating financial statements of activities and changes in net assets,
- Schedule of expenditures of federal awards and state financial assistance,
- Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards,
- Report on compliance for each major federal program and state project and on internal control over compliance required by OMB Circular A-133 and Chapter 10.650, Rules of the Auditor General,
- Schedule of findings and questioned costs- federal and state projects, and
- Management letter.

The annual audit report for the year ending June 30, 2018 must be completed by October 15, 2018, for approval by our Audit Committee and Board of Directors.

Additionally, these annual services include preparation and electronic filing of our annual separate Form 990s for Metropolitan Ministries, Inc., Metropolitan Ministries Foundation, Inc., and our three New Markets Tax Credit entities: MiraclePlace Foundation, Inc., MiraclePlace, Inc., and MiraclePlace Pasco Tampa Initiative, Inc. Extensions of due dates by IRS are possible to accommodate accurate filings.

Providing comprehensive care for poor and homeless families in Tampa Bay  
2002 North Florida Avenue | Tampa, Florida 33602 | 3214 US Highway 19 North | Holiday, FL 34691 | [metromin.org](http://metromin.org)

In your response to this RFP, please provide us your firm's qualifications regarding each of the following:

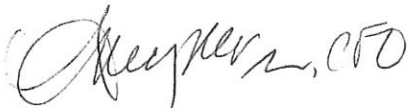
- 1) Background of your firm, including years in business, areas of expertise, and how you distinguish your firm from other firms.
- 2) Your firm's philosophy on communications with clients throughout the year, scheduling of engagements, and continuity of staff assigned to our annual audits.
- 3) Number of local accounting professionals, CPAs, partners, audit professionals, tax professionals, separately for each of your offices in Hillsborough County and in Pinellas County
- 4) Number of corporate clients currently served by your local office.
- 5) Number of audit and tax services your office currently provides to not-for-profit organizations.
- 6) References we may contact for five of your current clients, including at least three not-for-profit organizations
- 7) Your standard billing rates for each staff level.
- 8) Your proposed discounted total audit and tax fees for each of the three years ended June 30, 2018, 2019 and 2020.
- 9) Your availability to complete the annual audit by October 15 for each June 30 fiscal year-end.
- 10) Your firm's most recent peer review report, related letter of comments, and your firm's response to the letter of comments.

As a not-for-profit organization we request and appreciate your serious consideration to provide your audit and tax services with as affordable a discounted quote as possible, so we may continue to prudently and efficiently provide program services to our homeless clients. We provide substantially all workpapers to our auditors, and had no adjusting entries with our 2017 audit, to keep audit fees to a minimum. Additionally, we complete our CPA firm's questionnaires as the basis for their preparation of Form 990s.

Please respond to this Request for Proposal by Friday, March 16, 2018. We will then consider your responses, your qualifications, and supportive assistance to our mission that is reflected in the pricing of your quoted services. A review of our predecessor auditors' workpapers will be available after selection as our audit firm for the next three years.

You may contact me at 813.209.1021 if you have further questions.

Sincerely,



Amy Kern  
Chief Financial Officer

C: Andrew Pittman, Audit Committee Chairman  
Tim Marks, President & CEO - Metropolitan Ministries, Inc.