



## **REQUEST FOR PROPOSALS FOR AUDITING FIRM**

Urban Strategies, Inc. (USI) is seeking proposals from qualified audit firms for the preparation of its yearly audited financial statements and related filings, beginning with the 2017 fiscal year ending 12/31/2017. The audit of USI's financial statements must be performed in accordance with generally accepted auditing and accounting standards.

USI is a national, 501(c)(3) corporation with a mission to ensure that all families are stable and thriving. We leverage federal and private funds to connect residents in communities undergoing revitalization to critical supportive services. Currently, USI is in 19 communities in 12 cities, and serves over 30,000 families nationwide. USI employs approximately 89 individuals in 12 states. Funds come from grants, contracts, and service fees. USI's annual operating budget has ranged between \$7M and \$9M over the past four years. A copy of USI's most recent 2016 audit and 990 are included in this RFP. USI has two taxable entities, USI, and USI's Memphis affiliate, Urban Strategies Memphis HOPE.

Major programs include:

- Lead People Implementation Entity for 9 U.S. Department of Housing and Urban Development Choice Neighborhoods Implementation Grants
- Providing sustainability support services to communities post-revitalization
- Working with other organizations and foundations to research the impact of mixed-income communities on family stability and success, and implement comprehensive strategies to ensure the success of individuals and families in mixed-income communities
- Lead Implementation Entity for the Memphis Housing Authority's Jobs Plus Program Grant from the U.S. Department of Housing and Urban Development
- Coordinating and Operating the Memphis Housing Authority's Human Services Department
- Consulting on various community revitalization and human support services projects

USI requires the following services for both tax entities:

1. Annual financial statement audit.
2. Annual tax returns.
2. Federal Single Audit (if applicable)
3. Preparation of IRS form 990
4. Management letter
5. State-specific filings (if applicable)

All of the above must be completed by September 30, 2018, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, USI requires that a meeting of the auditors and selected USI staff members be held to discuss a draft version of the financial statements, along with ongoing meeting with designated USI staff during the audit preparation period.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- 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;
- f) A proposed timeline for fieldwork and final reporting;
- g) 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;
- h) 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;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- j) 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; and
- k) References and contact information from at least 3 comparable nonprofit audit clients.

Your proposal must be received by **January 19, 2018**. Send your proposal to [lauren.brenner@urbanstrategiesinc.org](mailto:lauren.brenner@urbanstrategiesinc.org). USI's President, designated staff, and finance committee will review all proposals and will make a recommendation regarding the choice of auditors by February 1, 2018.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact Lauren Brenner, Director of Compliance and Legal Affairs, at [lauren.brenner@urbanstrategiesinc.org](mailto:lauren.brenner@urbanstrategiesinc.org).