



June 30, 2017

Northwest Maritime Center (NWMC) invites proposals for the preparation of its yearly audited financial statements and related 990 filings for a three-year period beginning with the 2016 fiscal year ending December 31. NWMC requires the following services: Annual financial statement audit and the preparation of 2 IRS form 990s. We currently do not require a federal single audit, however the audit must be performed in accordance with generally accepted auditing standards.

NWMC is a Non-profit 501(c)(3) organization founded in Washington state in 1999 with a wholly owned 501(c)(3) subsidiary, the Wooden Boat Foundation (WBF) founded in 1978.

The mission of Northwest Maritime Center is to engage and educate people of all generations in traditional and contemporary maritime life, in a spirit of adventure and discovery.

You can learn more about us by reviewing our attached 2016 program guide as well as our web sites: [www.nwmaritime.org](http://www.nwmaritime.org) and [www.r2ak.com](http://www.r2ak.com)

Our strategic plan is available here: [2016 Strategic Plan](#)

As an employer, in 2016 we filed 76 IRS w2s with a total of 45,473 hours worked out of one location in Port Townsend, Washington.

We require the 2016 annual audit report be completed by October 31, 2017 and the 2017 and 2018 fiscal year audits be completed by July 31<sup>st</sup> following each fiscal year end. In addition, NWMC also requires that a meeting of the auditors and selected members of our board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors' Executive and Audit/Risk committees.

Proposals should include:

1. Evidence of your firm's qualifications to provide the above services;
2. Background and experience in auditing nonprofit clients;
3. Size and organizational structure of your firm;
4. Statement of the firm's understanding of work to be performed, including tax preparation;
5. A proposed timeline for fieldwork and final reporting;
6. A proposed fee structure for each of the three years of the proposal;
7. Your billing rates and procedures for mid-year technical questions, or whether these occasional services are covered in the proposed fee structure;
8. Names and biographies of responsible partner, audit manager, and field staff who will be assigned to the engagement.
9. 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
10. References and contact information from at least 3 comparable nonprofit audit clients.

Proposals will be accepted until July 31, 2017 by email at: [eileen@nwmaritime.org](mailto:eileen@nwmaritime.org)  
or to:

Northwest Maritime Center  
Attn: Eileen Johnston  
431 Water Street  
Port Townsend, WA 98368

Notice of successful proposal will be made on August 4, 2017.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at 360-385-3628. I look forward to receiving your proposal.

Sincerely,

Eileen Johnston  
Finance Director

See also our: [2015 Audit Report](#), [2015 NWMC Form 990](#), [2015 WBF Form 990](#), [2016 Program Guide](#).