



February 12, 2019

Dear Sir or Madam:

The Pensacola-Escambia County Promotion and Development Commission (PEDC) is accepting proposals from CPA firms to provide PEDC's annual audit for the year ending September 30, 2019. We invite your firm to submit a proposal to us due by 5:00 pm on March 8<sup>th</sup>, 2019, for consideration. A description of our organization, the services needed, and other pertinent information follows:

### **Background of PEDC**

PEDC is a quasi-governmental entity established by a special act of the State Legislature to promote economic development interests within Escambia County.

PEDC is staffed by the Greater Pensacola Chamber (Chamber) or another PEDC assigned designee through a management agreement. The books and records of PEDC are maintained through that same management agreement and September 30 year end statements are audited annually. Once the audit is complete, the financial information is consolidated into the Comprehensive Annual Financial Report of Escambia County. Due to this consolidation, the final audited financial statements (including notes) must be complete by November 30 each year.

Each year the PEDC Board approves the budget. The City of Pensacola and Escambia County are the two sources of income to the entity through an inter-local agreement. PEDC has developed a Downtown Technology Park with donated land from the City of Pensacola and Escambia County, and is currently marketing lots for sale or lease. A recent action of the Board approved expenditures related to conducting studies to facilitate the development of industrial sites.

### **Services to Be Performed**

- 1) Annual audit to be completed in compliance with the above annual audit filing requirement.
- 2) Final audit presented to the Board of Directors no later than November 30.

## Key Personnel

The following is the key contact for information you may seek in preparing your proposal:

- Melissa Stoker, Operations Manager, [mstoker@floridawesteda.com](mailto:mstoker@floridawesteda.com)

## Response to this Request for Proposal

Responses should include:

- 1) Brief history of firm and its Pensacola office.
- 2) List of existing and past Escambia County clients.
- 3) List of proposed key personnel, their specific governmental engagement experience, and the firm's staffing strategy for the services to be provided.
- 4) Fee for services provided. Please provide fees for year 1, year 2, year 3, & year 4 services.

All responses should be received no later than 5:00 pm CST on March 8<sup>th</sup>, 2019.

## Evaluation of Proposals

PEDC's Review Committee will review all responses and present a summary of their review and recommendation to the full PEDC, from which a firm will be selected. Primary evaluation criteria will be based on a maximum of 100 possible points, broken down as follows:

Evaluation Criteria	Possible Points
Firm's Experience	35
Staffing strategy for services to be provided	15
Fee for services to be provided	50

PEDC reserves the right to refuse and reject any or all responses as may be in the best interest of PEDC, and to waive any and all informalities.

## Engagement Period

The engagement period of our auditing firm is expected to be for a one year period, with the option to extend for additional years with board approval. Renewal of additional years of services will be performance based and mutually agreed upon by PEDC and the selected firm.

Sincerely,

Scott Luth  
CEO