

August 1, 2023

Dear Sir or Madam:

The FloridaWest Economic Development Alliance is accepting proposals from CPA firms to conduct FloridaWest's annual audit for the fiscal year ending September 30, 2023. We invite your firm to submit a proposal by 8:00 am on August 21st, 2023 for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background of FloridaWest

FloridaWest Economic Development Alliance was established October 1, 2014 and is a 501(c)(6) not for profit status organization.

There are currently 5 full-time employees, with an anticipated addition of 2 more full-time employees. We are located at 3 W Garden Street, Suite 618, Pensacola, FL 32502. The organization has a September 30 fiscal year-end, with a requirement to close out the account within (30) days of the fiscal year end. The audit must be filed within 60 days of account close out.

Services to Be Performed

- Annual audit to be completed in compliance with the above annual audit filing requirement.
- Final audit presented to the Board of Directors no later than January 31.
- The 990 form will be completed by the auditors.

Key Personnel

The following is the key contact for information inquiries in preparing your proposal:

- Melissa Stoker, Director of Operations, FloridaWest: mstoker@floridawesteda.com

Response to this Request for Proposal

Responses should include:

- Brief history of firm and any physical Pensacola or local office.
- List of existing and past Escambia County clients.
- List of proposed key personnel, their specific non-profit governmental engagement experience, and the firm's staffing strategy for the services to be provided.
- **Fee for services provided. Please provide fees for years 1-3 with additional options to extend another 2 years.**

All responses must be received no later than 8:00 am CST on August 21st, 2023.

Evaluation of Proposals

FloridaWest's Evaluation Committee will review all responses and present a summary of their review and recommendation to the full FloridaWest Board of Directors, 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

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

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Engagement Period

The engagement period of our auditing firm is expected to be for a three-year period, with the option to extend for an additional 2 years, pending board approval. Renewal of additional years of services will be performance based and mutually agreed upon by FloridaWest and the selected accounting firm.

Sincerely,

Melissa Stoker
Director of Operations
FloridaWest Economic Development Alliance