



August 7, 2024

Dear Sir or Madam:

FloridaWest Economic Development Alliance is accepting proposals from bookkeeping or accounting firms to provide accounting services and consultation to our organization. We invite your firm to submit a proposal to us due by 8:00 a.m. on September 9, 2024, for consideration. A description of our organization, the services needed, and other pertinent information follows:

Background of FloridaWest Economic Development Alliance, Inc.:

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

There are currently four full-time employees, with plans to add two more employees. Our office is located at 3 W. Garden Street, Suite 618, Pensacola, FL 32502. The organization's fiscal year ends on September 30, and we require account closure within 30 days of the fiscal year-end. We seek accounting services and consulting to support FloridaWest staff in preparing for the annual audit. Please note that the annual audit may involve the single audit procedure, which is a separate contract and not included in this engagement. This request pertains to monthly services; the audit itself will be negotiated separately. All financial records are maintained online, and practical knowledge of this system is required.

FloridaWest has a knowledgeable and active Board of Directors, comprised of key leaders from the Greater Pensacola business community. The Board meets 4-10 times a year, at least on a quarterly basis. Financial results and key operating decisions are regularly discussed, with financial recommendations presented to the Board. FloridaWest manages the Pensacola-Escambia Development Commission (PEDC) and is currently seeking a single bid for bookkeeping services for both FloridaWest and PEDC. PEDC has a separate board and financials, as required for a quasi-governmental company under government fund accounting.

Services to Be Performed

This Request for Proposal (RFP) seeks comprehensive monthly consulting services that include, but are not limited to, the preparation of profit and loss statements on a modified accrual basis with footnotes; budget creation; generation of balance sheets; and compilation of financial statements. Additionally, the consultant will oversee transactions, reconcile bank statements, prepare sales tax reports, and facilitate the annual audit preparation by reconciling trial balances and assembling supporting documentation. Please note that the audit will be negotiated separately from this RFP.

FloridaWest, which receives both public and private funding, requires meticulous handling of payments made by check or electronic payment, along with other accounting assistance as needed. Specific responsibilities include processing rent payments in QuickBooks Online, managing accounts payable and receivable, and providing responsive accounting support for staff queries. The consultant will also play a crucial role in managing checks received from various companies, verifying FDOT reimbursements, and processing weekly check disbursements. Monthly financial statements are due by the 5th of every month.

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Moreover, duties extend to maintaining payroll updates with the third-party PEO, updating bank signer cards annually, and ensuring financial policies are followed. Furthermore, the consultant will manage both the organization's budgets and other finance committee obligations, including creating, presenting, and finalizing the FloridaWest budget, as well as coordinating with FloridaWest staff on PEDC's budget. The consultant will also conduct monthly financial reviews with both board treasurers, the CEO, and staff if requested.

This contract requires some in-office presence, with the option for remote work, with all organizational records and documents remaining securely housed within the office premises.

Key Contacts for Proposal Information:

Interim CEO, FloridaWest: Rick Byars (rbyars@floridawesteda.com)
Operations Manager: Tabitha Lee (tlee@floridawesteda.com)

Response to this Request for Proposal should include:

- 1. Brief History of the Firm and Its Pensacola Office** Provide a concise overview of your history, including key milestones and achievements. Highlight the establishment and growth of the Pensacola office, emphasizing its role and contributions to the local community.
- 2. Listing of Not-for-Profit Clients of the Pensacola Office** Include a list of not-for-profit clients served by the Pensacola office.
- 3. List of Proposed Key Personnel** Provide a detailed list of key personnel proposed for this engagement. Include their specific experience with not-for-profit organizations and outline the firm's staffing strategy for delivering these services.
- 4. Hourly Rate for Services and Estimated Monthly Hours** Clearly state the hourly rate for your services and provide an estimate of the monthly hours required for the engagement.
- 5. Knowledge and Experience in QuickBooks Online** Detail your firm's knowledge and experience with QuickBooks Online, highlighting any relevant certifications or case studies that demonstrate proficiency.

Submission Instructions All responses should be emailed to tlee@floridawesteda.com and received by 8:00 am CST on September 9, 2024.

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 for our bookkeeping or accounting firm is expected to be two fiscal years, with the option to extend for additional years with CEO approval. Renewal of services for additional years will be performance-based and mutually agreed upon by FloridaWest and the selected accounting firm, starting October 1st

Sincerely,

Rick Byars,
Interim CEO FloridaWest EDA

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