



REQUEST FOR PROPOSAL FOR AUDITING AND TAX SERVICES

RFP # 2024-003

ISSUED ON AUGUST 9, 2024

INTENT TO AWARD TO BE ISSUED NO LATER THAN AUGUST 30, 2024.

RESPONSES DUE BY: AUGUST 23, 2024.

NO LATER THAN 5:00 P.M. EASTERN STANDARD TIME

Please direct all questions and inquiries to

ATTN: Procurement RE: RFP # 2024-003

Email: fiscal-invoices@elcalachua.org

Please mail sealed Proposals to:

Early Learning Coalition of Alachua County

ATTN: Procurement RE: RFP # 2024-003

Address: 4424 NW 13th Street, Ste A5

Gainesville FL, 32609

Phone: 325-375-4110 Fax: 352-663-9748

Website : elcalachua.org

ANY ALTERATION OF THE LANGUAGE OF THIS RFQ OR ANY REPRESENTATION OF MODIFIED LANGUAGE AS THE OFFICIALLY RELEASED RFQ WILL NOT BE PERMITTED AND WILL BE SUFFICIENT CAUSE FOR REJECTION OF A PROPOSAL. IN CASE OF ANY DISPUTE CONCERNING THE TERMS OR LANGUAGE IN THIS DOCUMENT, THE COALITION PRINTED FILE COPY OF THIS RFQ WILL PREVAIL

SCHEDULE OF EVENTS AND DEADLINES *

ACTIVITY	DATE	TIME	ADDRESS/METHOD
Request for Proposal Advertised	8/9/2024	12:00 PM EST	elcalachua.org
Written inquiries must be received by the Coalition	8/14/2024	5:00 PM EST	4424 NW 13 th Street Ste A5 Gainesville FL, 32609 Or email: fiscal-invoices@elcalachua.org
Coalition issues written responses to inquiries	8/16/2024	9:00 AM EST	elcalachua.org
Sealed Proposals must be received by Coalition	8/23/2024	5:00 PM EST	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Meeting of Evaluation Committee	TBD	TBD	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Posting of Intent to Award / Protest Period	Within 24 hours after decision is reached	For 72 hours	elcalachua.org
Approval by Board of Directors / Executive Committee	TBD	TBD	4424 NW 13 th Street Ste A5 Gainesville FL, 32609
Contract Execution	8/30/2024	5:00PM EST	

* Times and locations are subject to change. Changes will be posted at the Coalition's website elcalachua.org

Point of Contact:

The point of contact for the purpose of this RFQ is:

Sadie Hackley

Finance Coordinator

Email: Fiscal-Invoices@elcalachua.org

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any respondent.

**Early Learning Coalition of Alachua County
Request for Quote (RFQ) to replace Employee Workstation Devices &
All Device Peripherals**

I. Introduction

The EARLY LEARNING COALITION OF ALACHUA COUNTY (Coalition) located at 4424 NW 13th Street, Ste A5, Gainesville, FL 32609 is a not-for-profit corporation organized under the laws of the State of Florida and has been determined exempt by the Internal Revenue Service under the provision of IRS Code, Section 501(c)(3). The Florida Office of Early Learning has certified the Coalition as a local early learning coalition for the purposes of implementing programs authorized by Florida Statute Chapter 1002. Our principal function is the provision of oversight, and policy guidance to the early childhood School Readiness and Voluntary Prekindergarten Education systems in Alachua County, Florida.

II. Statement of Work

I. General Information

The purpose of this Request for Proposal (RFP) by the COALITION is to procure a contract with a qualified firm of certified public accountants to provide the COALITION yearly audit and tax services. The COALITION will accept Proposals with Statements of Qualifications from Certified Public Accounting (CPA) firms serving the North Central Florida area. Through the RFP, the COALITION will select one or more Proposers to provide the services described herein and reserves the right to execute multiple contracts as deemed necessary to provide the requested services to the different programs offered by our organization. Responding to this procurement does not create a contract with the COALITION, nor does it guarantee that a contract will be awarded by the COALITION. The COALITION reserves the right to cancel this procurement at its sole discretion at any time and for any reason in the best interest of the COALITION.

It is the Proposer's responsibility to examine this RFP, to understand the COALITION's requirements and to submit its proposal (Proposal) in a timely, complete, and procedurally correct manner. The services described in this RFP will be procured in accordance with s. 287.057 F.S.. Contracts resulting from this solicitation, if any, are anticipated to commence October 1, 2024 and end on September 30th, 2025 with opportunity for two (2) 1-year extensions for a maximum contract term of three (3) years. The contract will be awarded through written notice to qualified and responsive Proposer(s) who(se) proposal is determined to be the most advantageous to the COALITION, taking into consideration price, quality, and other criteria. The initial term of the Contract shall be for a period of one year, and may be renewed for a period not to exceed the greater of three (3) years, subject to Proposer's successful performance under the Contract and availability of funding.

II. Required Qualifications

The following list represents the desired services the COALITION wishes to secure from the successful proposal. While the proposal may not include any fewer services than listed, the Proposer may detail additional services as separate line items in their proposal.

- Annual External Audit and Report including presentation to the Audit Committee and the Board of Directors,
- Preparation of the related Management Letter
- Sufficient copies of the Audit for the COALITION's distribution to its various funding sources, lending institutions, etc.,
- Professional research and consultation regarding accounting issues on an as-needed basis throughout the contract period,
- The audit is required to be performed in accordance with the Federal and State Single Audit Acts,
- The Audit is also required to include Supplementary Information and Other Reports and Schedules as required by its various funding sources, lending institutions, etc.,
- Annual Tax Return filings for Early Learning Coalition of Alachua County
- Willingness to submit resumes and proof/results of Level II Background Screenings for all staff that will perform work directly related to the COALITION.
- Prior experience auditing state run organizations/Early Learning Coalitions preferred but not required.

III. Quotation Must Include

- An overview of the company/vendor, including expertise of personnel.
- A full description and timeline as it pertains to the audit, its processes, and the deliverables that will be requested from the COALITION.
- Resumes for team that will be working on COALITION specific work as it pertains to audit and tax services, and attestation of intent to provide Level II Background screen results if selected for the contract.
- Pricing information for yearly services, what the quoted price covers, and quotations for any additional fees that may be incurred.

IV. Payment

Payment will be released upon the filing of the yearly form 990, and the submission of audit findings to COALITION management and board of directors. Payment is contingent upon an invoice detailing cost and services being submitted to the COALITION finance team.

V. Primary Point of Contact

The company shall identify a specific individual as a primary point of contact. This individual will be responsible for the company's work product. The individual shall be available within 24 hours' telephone notice to accomplish the following:

- Attend meetings
- Respond to telephone calls to specific inquiries

III. Bidding Instructions

I. Interest

Companies who intend to respond to this RFP are requested to notify the Coalition in writing by sending an email to fiscal-invoices@elcalachua.org with ATTN: Procurement RE: RFP # 2024-003 in the subject line. Please include the name, address, telephone, fax, and email address of the company (firm) and contact person. Please include a completed attachment A & B with the email.

II. Evaluation Process

The Vendor Evaluation Committee, consisting of Board Members and/or Coalition staff will evaluate the quotations and prepare recommendations for the Chief Executive Officer and the Coalition Board of Directors. All quotations received will be reviewed in accordance with the criteria listed in this RFP. The Committee may request a presentation by any or all companies to clarify proposed products and details, as part of the review and evaluation process. The Committee may also ask additional questions to clarify the submitted proposal(s).

The Chief Executive Officer and Coalition Board of Directors shall make the final decision. Once the selection has been made, contract negotiation will begin. If a contract agreement cannot be reached with the most successful company, negotiations with that company will be formally terminated. The COALITION would then negotiate with the next most successful company until an agreement is reached. The COALITION may choose to modify the choice of a selected company if the COALITION determines that such a change is in its best interest.

The COALITION reserves the right to reject any and all proposals submitted. The Coalition further reserves the right to inspect the facilities, organization, and review evidence of the financial condition of a company to assess their ability to provide the quoted services before negotiating a contract.

Multiple proposals may be selected in order to best provide the goods requested and meet the goals outlined in the Scope of Work for this RFP.

III. Evaluation Criteria

Each proposal will be evaluated based on the following criteria:

- Alignment with the RFP Scope of Work
- Quotation timeliness, Professionalism, and Conciseness
- Expertise/Experience
- Availability of Resources (based on time requirement)
- Value of product/service

All company responses to this RFP will receive written notification of the status of their quotation.

IV. Terms, Conditions, and Other Requirements

I. Federal and State Tax

The Coalition is exempt from federal taxes; in addition, the Coalition is exempt from State and County tangible personal property taxes, sales taxes, and intangible taxes. The Coalition's Chief Executive Officer will sign an exemption certificate submitted by the successful company. The company doing business with the Coalition will not be exempted from paying sales tax to their

suppliers for materials to fulfill contractual obligations with the Coalition, in addition, the successful company will not be authorized to use the Coalition's tax exemption number in securing such materials.

II. Legal Requirements

It shall be the responsibility of the provider to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner effect the items covered herein. Lack of knowledge by the company will in no way be a cause for relief from responsibility. Companies doing business with the Coalition will be required to attest to compliance with the following federal and state rules and regulations:

- Equal Employment Opportunity (EO 11246 as amended by EO 11375 and supplemented by regulation 41 CFR part 60)
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USA 276c)
- Contract Work Hours and Safety Standards Act (40 USC 327-333)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR part 401)
- Clean Air Act (42 USC 7401 et seq) and Federal Water Pollution Control Act (33 USC 1251 et seq), as amended
- Debarment and Suspension (EO 12549 and EO 12689)

III. Agreement

A professional service contract will be negotiated for any work to be performed as a result of this RFP. The RFP, the quotation, and the resulting contract agreement will constitute the complete agreement between the company and the Coalition. This RFP alone, is in no way an agreement, obligation, or contract and in no way is the COALITION responsible for the cost of preparing the proposal. One copy of the proposal will be retained for official files and becomes a public record.

III. Trade Secret and Confidential Materials

If the application includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the company does not wish to become public record, the following statement should be included in the application:

"Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on applicable pages of this application shall not be used or disclosed, except for evaluation purposes. However, if a contract is awarded to this offer or as a result in connection with the submission of this program, the Coalition shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit the Coalition's right to use or disclose the information designated as trade secrets or designated as confidential which is obtained from another source."

Any exemption claimed will be limited to the pertinent documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent the Coalition from complying with the disclosure requirements of Chapter 119, Florida Statutes, when material is incorrectly identified as a trade secret or confidential information. By submitting an application, the applicant covenants not to sue the Coalition and waives any claim against the Coalition arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by the Coalition in connection herewith.