



The University of West Florida
 11000 University Parkway
 Building 20W Room 159
 Pensacola, FL 32514-5750
 Phone: 850-474-2629
 Fax: 850-474-2090
 An EO/Access/AA Employer

REQUEST FOR QUOTATION FORM

THIS IS NOT AN ORDER

IMPORTANT: Identify inquiries By Quote Number

RFQ #: **20RFQ-06EE**

REPLY BY:
11/4/2020
2:00 p.m. CST

ISSUE DATE: 10/21/2020

BUYER: Eric Engelmeyer

SECTION BELOW MUST BE FILLED IN BY RESPONDENT COMPLETELY

RESPONDENT NAME:	AREA CODE/PHONE #:	
RESPONDENT MAILING ADDRESS:	TOLL FREE #:	FAX #:
CITY-STATE-ZIP:	RESPONDENT FEI #(FEDERAL EMPLOYER ID):	

ITEM	DESCRIPTION
1.	<p>The UWF Business Enterprises, Inc. (BEI) is seeking quotes from Certified Public Accounting firms to provide audit and related tax return preparation services for BEI's annual financial statements. Please see the information below and the attached pages for RFQ information, instructions, and conditions.</p> <p>Deliver the complete, original quote to Procurement and Contracts by the reply by date/time to:</p> <p style="text-align: center;">University of West Florida Procurement and Contracts Building 20W, Room 159 11000 University Parkway Pensacola, Florida 32514</p> <p>Thank you for your interest in doing business with the University of West Florida.</p>

TERMS:	NET 30-UNLESS OTHERWISE INDICATED	GRAND TOTAL:	\$ Attach Pricing Schedule to RFQ response.
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RESPONDENT AGREES to all of the RFQ specifications, terms and conditions as stated and referred to within this RFQ package and confirms that this offer is good for 45 days from the award date. By submitting and signing this document, it is expressly agreed that upon award, this RFQ to include pricing, specifications, and all terms and conditions will act as a contract between the University and the awarded Respondent. I understand that I will be notified in writing if my company has been awarded this contract and that the University may issue a Purchase Order. Invoices are to be submitted to receive payment either by check or by the UWF credit card.

TYPED NAME OF RESPONDENT:	DATE:	RESPONDENT SIGNATURE:
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INFORMATION, INSTRUCTIONS, AND CONDITIONS

1. RFQ is to be typewritten or printed in ink, signed in ink by an authorized individual and returned by the time and date shown on the first page of the RFQ.
2. Prices are to be stated as requested. In case of error in extension of prices, the unit price will govern.
3. In responding to this solicitation, Respondent acknowledges and accepts the University of West Florida General Terms and Conditions available at: <http://uwf.edu/media/university-of-west-florida/offices/procurement/documents/POTermsAndConditions.pdf> .
4. Respondent stipulates that it meets the University's Minimum Insurance Requirements available at: <http://uwf.edu/offices/procurement/vendors-only/vendors-guide/> .
5. By responding to this solicitation, Respondent agrees that the specifications, terms and conditions are not restrictive and attests that it has no objection to any of the terms, conditions, or specifications.
6. Any manufacturers' names, trade names, brand names, and/or catalog numbers listed in the specification are for information and not intended to limit competition. The Respondent may offer any brand which meets the specifications and for which it is an authorized representative. Measurements appearing in these specifications are not intended to preclude items with metric measurements. If alternate products are quoted, the manufacturer's name and number must be indicated and cuts, sketches, descriptive literature, and/or complete specifications must be submitted with quotation. Reference to literature submitted previously will not satisfy this provision. The University of West Florida (hereinafter referred to as UWF) reserves the right to determine acceptance of item(s) as an acceptable alternate. Quotations which do not comply with these requirements are subject to rejection. Those lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed in the RFQ.
7. If descriptive matter is attached, Respondent's name must be on each separate sheet.
8. In the best interest of UWF, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof. When time is of the essence, the best delivery date offered will be taken into consideration in awarding of this order.
9. UWF reserves the right to reject any and all quotes, to waive any informalities and to accept or reject any items offered.
10. UWF is exempt from State Sales tax and Federal Excise Tax; including transportation and sales and use taxes. However, Contractors who purchase materials which will be used in the construction of a state-owned building will not be exempt from the sales tax on these materials. In case of purchase of materials to be incorporated in the work which are subject to federal excise tax, UWF will furnish to the contractor the necessary Federal Excise Tax Exemption Certificate upon receipt of a copy of the supplier's invoice showing the item or items, the net price, and federal excise tax separately. The Respondent shall take these factors into consideration in preparing a quotation, including therein the cost of the state sales and use tax on materials, but excluding the cost of those taxes not applicable.
11. UWF is a full-time educational institution, and is therefore qualified for normal educational discounts. UWF is also a unit of the State of Florida and should receive the benefit of state government pricing (where such prices are lower than educational prices).
12. The Respondent, in responding to this solicitation stipulates that it is in compliance with all federal and state laws and other regulations against discrimination and prohibits discrimination on the basis of race, color, sex, religion, national origin or marital status.
13. Time, in connection with discount offered, will be computed from date of delivery of the supplies or materials to carrier when final inspection and acceptance are at point of origin; or, from date of delivery at destination when final inspection and acceptance are at that point; or, from the date correct invoice is received, if the latter is after date of delivery.
14. In the case of default of the contractor, UWF may procure the articles or services from other sources and hold the contractor responsible for any excess occasioned thereby.
15. Unless otherwise indicated on the face of this form, it is understood and agreed that any item offered or shipped on this quote is to be new or in first class condition, and that all containers shall be new and suitable for storage or shipment.
16. It is agreed by the parties hereto that delivery by the Respondent to the common carrier does NOT constitute delivery to UWF or department thereof. It is further agreed that UWF accepts title only when received in acceptable condition, regardless of F.O.B. point.
17. UWF's Prompt Payment Policy provides that UWF has five working days to inspect and approve goods/services, unless specifications of the Purchase Order state otherwise. If payment is not available within 40 days, measured from the latter of the date the invoice is received or goods/services are received, inspected and approved, a separate interest penalty payment at a rate established under Florida Statutes Section 55.03(1) will be due and payable in addition to invoice amount. The interest penalty will only be applied on the unpaid balance from the expiration of such 40-day period until such time as the payment is issued to the Respondent. Invoices returned to Respondent due to preparation errors will not start until a properly completed invoice is provided to the agency. A Respondent ombudsman, whose duties include acting as an advocate for Respondents who may be experiencing problems in obtaining timely payment(s) from UWF may be contacted at (850) 474-2636.

**Auditing Services for
UWF Business Enterprises, Inc. (BEI)**

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Section I - General Information

The UWF Business Enterprises, Inc. (BEI) is seeking quotes from Certified Public Accounting firms to provide audit and related tax return preparation services for BEI's annual financial statements for the five (5) fiscal years ending June 30, 2021 through June 30, 2025. BEI shall enter into an agreement with the awarded firm for a period of five (5) years with one (1) two (2) year option to extend upon mutual agreement. Quotes will be accepted from accounting firms licensed by the State of Florida, preferably with at least five years of experience in nonprofit and governmental auditing. Preference may be granted to firms with university Direct Support Organization (DSO) audit experience. The presentation of the annual financial statements, the independent auditor's report, the annual financial report and other reports must be in accordance with GAGAS and GAAP. The deadline for submitting quotes is **Wednesday, November 4, 2020 at 2:00 p.m. CST**. Any quotes received after the time and date advertised will not be considered.

The quote must include the legal name of the firm and must be signed by a person or persons legally authorized to bind the firm to a contract. The firm should also include a statement that it is authorized to do business in the State of Florida.

There is no expressed or implied obligation for the UWF Business Enterprises, Inc. to reimburse responding firms for any expenses incurred in preparing quotes in response to this request.

BEI reserves the right to reject all quotes and terminate the process or re-advertise and solicit new or additional quotes. BEI reserves the right to retain all quotes submitted and to use any ideas from a quote regardless of whether that quote is selected.

Submission of a quote indicates acceptance by the firm of the conditions contained in this request for quotes, unless clearly and specifically noted in the quote submitted and confirmed in the contract between BEI and the firm selected.

It is anticipated that the selection of a firm will be completed by the end of December 2020. Following notification to the selected firm, it is expected a contract will be executed immediately.

Any questions/requests for clarification concerning this Request for Quote may be addressed to the following:

Eric Engelmeyer, Senior Buyer
Procurement and Contracts
Building 20W, Room 159
11000 University Parkway
Pensacola, FL 32514
Phone: 850-473-2536
eengelmeyer@uwf.edu

The deadline for questions/requests for clarification is 11/2/2020, 2:00 p.m. CST.

Section II - Background

The UWF Business Enterprises, Inc. (BEI) is a not-for-profit direct-support organization (Florida Statute section 1004.28 and Rule 6C-9.011 of Florida Administrative Code) incorporated in 2011, for the direct support of the University of West Florida. The purpose of BEI, as stated in its bylaws, is to support the teaching and learning mission of the University; to enhance support for research, scholarly and community service activities of faculty, students and staff through project and resource development that optimizes financial growth; to deliver high quality and affordable products and services to the campus community; to raise and manage private resources supporting the mission and priorities of the University as determined by the President and the Board of Trustees of the University; to develop revenue streams to provide opportunities for students and a margin of institutional excellence unavailable with present resources; to assist the University in managing auxiliary services, grants administration, and land and facilities development through joint ventures or partnerships with the University and the wider community; and to acquire and develop property and facilities for highest and best use to serve the needs of the University.

BEI is certified as a Direct Support Organization (DSO) by the Board of Trustees of the University of West Florida. The major activities of the UWF Business Enterprises, Inc. are determined and established by the BEI Board of Directors. BEI is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue code.

The BEI records are maintained on a fiscal year basis ending June 30. The financial records are maintained in Building 20E, Room 108, 11000 University Parkway, Pensacola, FL 32514. The financial records are processed on QuickBooks.

The activities regarding year-end closing are normally completed prior to the end of July.

While BEI has been pleased with the audit and tax services provided in the past, BEI is required to periodically review all business services to determine whether greater efficiency and cost-effectiveness is available in the marketplace through a competitive solicitation such as this RFQ.

Section III - Scope of Services

The UWF Business Enterprises, Inc. (BEI) is soliciting the services of qualified firms of independent, certified public accountants to audit its annual financial statements and prepare the required Federal and State income tax returns for the fiscal years ending June 30, 2021 through 2025.

To meet the requirements of this request for quotes, the audit services shall be performed in accordance with generally accepted auditing standards and government auditing standards issued by the Comptroller General of the United States. The tax return preparation services are to be performed in accordance with Florida tax laws and the Internal Revenue Code for nonprofit corporations.

To comply with Section 1004.28, Florida Statutes, certain supplemental information is also required. The Board of Trustees of the University of West Florida require the preparation of the following reports related to BEI's audit:

- Audited Financial Statements for the UWF Business Enterprises, Inc. (BEI)
- Schedule of Receipts and Expenditures for any major gifts

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the standard reports to include:

- i. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- ii. A report on the internal control structure over financial reporting and on compliance based on the auditor's understanding of the control structure and assessment of control risk during performance of the annual audit of financial statements.
- iii. A report on compliance with applicable laws and regulations.
- iv. A report on supplementary information in relation to the basic financial statements taken as a whole.

To assist the selected firm, BEI will provide basic information required for the audits and will be responsible for the accuracy and completeness of that information. BEI will welcome advice regarding appropriate accounting principles and their application, and assistance in the preparation of the financial statements.

As part of the engagement, the selected firm shall be available during the year for consultation on any tax or accounting issue that may arise. A representative of the successful firm will be expected to attend the BEI Board meeting prior to the beginning of fieldwork to discuss any potential issues arising from changes in operations or standards, and to attend the BEI Board meeting at the completion of the audit to assist in the presentation of the audited financial statements and to answer any Board member questions.

The annual audit must be finalized for submission to the Auditor General by August 31st of each year. There is a multi-tiered approval process for the final audited financial statements. The BEI management team will first review the statements. Then, with the assistance of the firm's representative, BEI management will present the audited financial statement to the BEI Board of Directors for review and approval. Lastly, the BEI Board Chair or CEO will present the statements to the UWF Board of Trustees for a final approval.

The annual income tax return Form 990 and accompanying schedules are to be reviewed by BEI management each year. Then the return is presented to the BEI Board of Directors to approve for signature and submission to the IRS. This typically occurs at the November BOD meeting.

Section IV - Response Format and Information Content

The format and information content for a response should be consistent with the following:

1. Cover Page
2. Table of Contents
3. Brief Overview: (About one page summarizing the major points in the response.)
4. Firm Qualifications:
 - i. Describe the firm, including the number of offices and the number of partners and professionals.

- ii. Indicate the number and type of nonprofit and government clients served and the types of engagements.
- iii. Describe the approach to continuing professional education with attention to continuing education related to nonprofit and government sector engagements.
- iv. Describe the approach to peer review and provide a report of the most recent peer review, the related letter of comments, and the firm's response to the letter of comments. Indicate whether that peer review included a review of nonprofit or government client activities.
- v. Describe any disciplinary actions that have been instituted or proposed during the last three (3) years and describe any pending disciplinary matters of which the firm is aware.

5. Staffing

- i. Indicate the firm office(s) that will staff the BEI engagement and describe the number of partners and professionals in the office(s) and the nonprofit and government practice activities of that office.
- ii. Indicate the partner-in-charge and other professional staff that will be assigned to the BEI engagement for services. Provide a brief biographical background with a list of nonprofit and government clients served that includes the type of engagement and the capacity served.
- iii. Describe the policy of staff and management rotation.

6. Approach to this Engagement

- i. Describe the overall approach that the firm would take in this audit engagement including the use of technology.
- ii. Submit a proposed task/activity plan that will specify the estimated hours and timetable for each phase of the audit and for preparation of the annual tax return form(s) and accompanying schedules. Include key milestones and approximate times for completion of the various phases of the audit and completion of the annual tax return form(s) and accompanying schedules. Indicate the number of audit hours that will be budgeted for this engagement.

7. Statement of Auditor's Independence

- i. A statement indicating the firm's independence regarding this audit engagement must be included.
- ii. Disclose any potential conflict of interest (as defined by Florida Statute 12.312) relationships between the firm, members of the firm, or members of the firm's audit engagement team and the BEI Board of Directors, members of the BEI management team and the University of West Florida Board of Trustees.

8. References

Provide three (3) recent nonprofit or government audit clients that can be contacted as references. Include the client name, address, telephone number and the name of the contact person.

9. Pricing Schedule

- i. Include a quotation of fees for the proposed audit and tax return preparation services. The quote should include a fee schedule for the next five years audit and tax return services. Further, provide an indication of the estimated level of additional out-of-pocket expenses (i.e. travel). Be specific on the types of recurring services included in the basic fee, such as responding to periodic technical questions.
- ii. Explain the firm's policy for distinguishing between additional billable consulting services and services included in the audit and tax return engagement fee. Provide a fee schedule that would apply for such special services.
- iii. Furnish standard billing rates for classes of professional personnel for each of the last three (3) years.
- iv. Indicate the impact on BEI for the transition to a new audit firm such as the approach to be taken, any first-time costs, additional time required in the first year and any other related information.

Section V - Evaluation Procedure

The submitted responses will be evaluated by a review committee, which includes the BEI management team and other university personnel.

In addition, the review committee may evaluate the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our organization, and references. The firm's accuracy and completeness in its response may also be considered. The BEI management team will present its recommendation for award to the BEI Board of Directors for consideration and approval.