



# Gulf Coast Electric Cooperative

A Touchstone Energy® Cooperative 

## **PROJECT BID #2024-08**

### **Gulf Coast Electric Cooperative Auditing Firm Services**

#### **PROJECT DESCRIPTION:**

Gulf Coast Electric Cooperative, Inc. (GCEC) is a member-owned cooperative that provides electric service to areas of the Florida panhandle not served by other utilities in Bay, Calhoun, Gulf, Jackson, Walton, and Washington counties. GCEC also serves Tyndall Air Force Base in Bay County through a Utilities Privatization Contract with the Federal Government that requires the company to maintain, renew, and replace the electrical and water infrastructure on base. GCEC accounts are maintained in accordance with the system of accounts prescribed by the United States Department of Agriculture and Rural Utilities Services (RUS), which does not differ materially from accounting principles generally accepted in the United States of America. GCEC's primary lender is the National Rural Utilities Cooperative Finance Corporation.

GCEC has a December 31<sup>st</sup> year end, with a requirement to file an audited financial statement with lenders by April 1<sup>st</sup> of each year. Before submission to lenders, the Board of Trustees reviews and approves the audited financial statements; therefore, the final audit report must be delivered to the Cooperative before the third Tuesday of March.

#### **Scope of Services:**

GCEC is looking to contract with a firm to cover the following services:


- Annual audit of the financial statements and meetings with the Board of Trustees, as necessary.
- Single Audit as needed as a result of Federal grant funding received by GCEC.
- Preparation of Federal Form 990, Return of Organization Exempt from Income Tax.
- Preparation of Federal Form 990-T, Exempt Organization Business Income Tax Return
- Availability throughout the year to provide advice and guidance on financial accounting and reporting issues and other services as needed.

#### **Submittal Instructions:**

Respondents shall submit **one electronic PDF proposal** to Hunter Bailey at [hbailey@gcec.com](mailto:hbailey@gcec.com). The first page of the PDF proposal shall indicate the project bid number indicated at the top of this project bid request along with your company name. The subject line of the e-mail transmitting the PDF should also indicate the project bid number along



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with your company name. Any requirements in the project bid request that cannot be met must be indicated in the proposal. Respondents must respond to the entire project bid request. **If a price proposal form is provided in Microsoft Excel format, Respondent shall return its completed price proposal form in Microsoft Excel format, in addition to the remaining portions of its response to this project bid request in PDF format.**

## **Proposal Deadline/Delivery:**

- All proposals in response to this project bid must be received by GCEC, in accordance with the submission instructions provided herein, on the due date indicated below. Proposals will be opened immediately following the deadline. It is the sole responsibility of the Respondent to ensure that the Proposal and other required documents are received on time.
  - Solicitation release date: **July 2, 2024**
  - All inquiries must be submitted by: **July 17, 2024 @ 4:00 PM CT**
  - Responses to inquiries, if any, issued by: **July 24, 2024 @ 4:00 PM CT**
  - All proposals due on: **August 2, 2024 @ 12:00 PM CT**
  - Anticipated date of award: **August 23, 2024**


**NOTE:** This schedule is subject to change in the sole discretion of GCEC. All times indicated are in the Central time zone.

## **GCEC Proposal Format and Evaluation Criteria:**

- **Cover Letter:** Provide a cover letter, signed by an authorized representative of the Respondent, indicating the underlying philosophy of the firm in providing the services stated herein and indicating the Respondent's commitment to provide the services proposed. Provide general company information, including the name of your company (including the name of any parent company), business address, e-mail address, Federal Tax ID number, telephone number, fax number, and the name(s), telephone number(s), and e-mail address(es) of the authorized contact person(s) concerning proposal. Submission of a signed Proposal is Respondent's certification that the Respondent will accept any awards as a result of this project bid request.
- **Respondents Qualifications:** Provide an overview of the Respondent's history, capability, and business ability relative to GCEC's requirements and cooperative industry knowledge.



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- **Technical Approach:** Provide a description of the firm's general approach to the proposed scope of services to include team organization, staff assignments, schedules, quality assurance, and accountability.
- **References:** In order for the Respondent to be awarded any points for this tab, Respondent must submit three (3) references from clients whose projects are of a similar nature to those requested in this project bid request. Information provided for each client shall include the following: client name/point of contact, address, e-mail address, telephone number, and description of services provided.
- **Cost of Services:** Complete Excel Spreadsheet (Attachment A: Quote) to include rates and other general company information. Respondent must provide a fee proposal for the Calendar Year 2024, Calendar Year 2025, and Calendar Year 2026 to include work detailed on page 1 of bid form under "Scope of Services". Furnish standard billing rates for classes of professional personnel. Describe your billing practices for occasional phone calls or periodic business advice.

**Agreement:** GCEC's intent is to negotiate an agreement with the successful firm for a term of not more than three (3) years. The length of the Contract Period may be shorter and is in the sole discretion of GCEC. Prices shall remain firm for the entire Contract Period. Additional items/services related to those described in the scope of work may be added to the resultant Contract, in compliance with applicable State and federal regulations.