



REQUEST FOR PROPOSAL AND QUALIFICATIONS

Accounting Services

Issuer: Berkeley County Development Authority (BCDA)

Date: **April 9, 2022 Submissions must be confirmed received via email or in-person by noon EST on Monday, May 2, 2022.**

Solicitation: Request for proposal and qualifications for accounting services to include account balance reports, bi-monthly invoice payments, quarterly tax payment preparation, monthly profit and loss reports, budget to actual, financial planning, and audit assistance as required.

Accounting services shall include monthly reports as indicated above for review by the BCDA Board of Directors and staff. A representative may occasionally be requested to attend the monthly Board of Directors meeting, as well as committee meetings.

Term of Contract: Contract will be for a three (3) year period beginning July 1, 2022 through June 30, 2025.

Qualifications: The following information shall be submitted with the proposal:

- an outline of previous applicable business accounting experience
- the name, professional qualifications, and specific, relevant experience of the individual (s) assigned to our accounts
- the Accounting Firms professional affiliations
- the cost or fees associated with the required services

Awarding: Award for accounting services shall be made based on experience, professional qualifications, performance, and cost. The cost is one criterion utilized; however, the award is NOT determined solely by cost.

Termination: The BCDA reserves the right, by written notice, to terminate, in whole or part, any such bid award when (1) necessary or convenient, due to legal, financial, or operational conditions within the BCDA or county or (2) because of failure of the successful bidder to fulfill contract obligations in regard to quality of work, timeliness of deliverables, or other conditions found to be unsatisfactory by the BCDA.

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The Berkeley County Development Authority is an equal opportunity employer.