

**Alaska Exchange Carriers Association
Request For Proposal
Financial Audit Services**

July 18, 2024

Introduction

Alaska Exchange Carriers Association (AECA) is soliciting proposals from certified public accounting (CPA) firms to perform an audit, to prepare the 2024 financial statement and tax return.

AECA began in January 1991 and operates under the Alaska Intrastate Interexchange Access Charge Manual. AECA's primary responsibilities are preparing, filing and supporting the intrastate access charge tariff, Regulatory Commission of Alaska Tariff 999; billing and collecting intrastate access charges; handling disputes; and distribution access charge revenues to the member local exchange carriers. A copy of the Alaska Intrastate Interexchange Access Charge Manual is available at www.alaska.net/~aecca by selecting the Document tab or from the Regulatory Commission of Alaska.

General Requirements:

- Provide AECA with your bid by August 30, 2024.
- Deliver the financial statement by May 15, 2025.
- File the 2024 tax return in accordance with IRS rules and timelines.
- Keep all company specific information confidential per AECA's Board Policy.

The audit will include AECA's operating expense, preparation of AECA's 2024 financial statements, and the preparation and filing of the 2024 tax returns. The operating account is funded from tariff and contract revenues.

The contract will be for an initial one-year period with an option for two one-year extensions upon the mutual agreement of both parties. Review of the access charge distribution account is audited for even years and should be included in any 2024 and 2026 audit proposal.

Auditor Responsibilities

1. Furnish all labor, equipment, materials, and supervision necessary for the completion of the services.
2. Provide an engagement letter to the AECA Board of Directors including the services specified in this RFP, terms applicable, and fee schedules.
3. Provide proof of insurance coverage in an insurance company or companies authorized to conduct insurance business in the jurisdiction in which the Services under this Agreement are to be performed.

Evaluation of Proposals

The proposals will be evaluated based upon the degree to which services match AECA's needs and on the technical experience, qualifications and costs of the bidder.

Submission of Proposals

All proposals, including those submitted by email, must have the signature of a representative of the bidder who is authorized to bind the bidder. All proposals must be submitted by email or postmarked no later than close of business August 30, 2024.

Proposals may be submitted by regular mail or email.

Please submit your proposals to the following address:

Alaska Exchange Carrier's Association
P O Box 241281
Anchorage, Alaska 99524

Email proposals should be submitted to **aeca@alaska.net** and received no later than close of business August 30, 2024. AECA will acknowledge receipt of email proposals within one business day. If you do not receive such acknowledgement, please contact Keegan Bernier at 907-561-6300 to confirm receipt or to make alternative delivery arrangements.

Compensation

Compensation will be based on a fixed fee. Expenses such as travel and lodging will be reimbursed at cost, except air fare at first class rates is not reimbursable.

Contact

Please contact Keegan Bernier, Executive Director with any questions at 907-561-6300 or aeca@alaska.net.