

**Alaska Universal Service Administrative Company
Request For Proposal
Financial Audit Services**

July 18, 2024

Introduction

Alaska Universal Service Administrative Company (AUSAC) is soliciting proposals from certified public accounting (CPA) firms to perform an audit, to prepare the 2024 financial statement and to prepare the tax return for the Alaska Universal Service Administrative Company (AUSAC).

AUSAC administers the Alaska Universal Service Fund (AUSF), a telecommunications universal service support mechanism within the State of Alaska as defined and designated by the Regulatory Commission of Alaska (RCA). Payments by intrastate telecommunication carriers to the AUSF are collected in the form of a percentage surcharge on intrastate end user revenues of telecommunications carriers providing the designated intrastate telecommunications services that are set forth on RCA Tariff 998, Sheet No. 15, Attachment A. The complete RCA Tariff 998 is available at www.ausac.org.

General Requirements:

- Provide AUSAC with your bid by August 30, 2024.
- Deliver the financial statement by June 3, 2025
- File the 2024 tax return in accordance with IRS rules and timelines.
- Keep all company specific information confidential per AUSAC's Board Policy.

The audit will include AUSAC's operating expense and pool distribution accounts. The operating account is funded from the AUSF.

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

Auditor Responsibilities

1. Furnish all labor, equipment, materials, and supervision necessary for the completion of the services.
2. Provide an engagement letter to the AUSAC Board of Directors including the services specified in this RFP, terms applicable, and fee schedules for the 2024 year and optional two one-year extensions.
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 AUSAC'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 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 Universal Service Administrative Company
P O Box 241281
Anchorage, Alaska 99524

Email proposals should be submitted to info@ausac.org and received no later than close of business August 30, 2024. AUSAC 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 the Agent, Keegan Bernier, at 907-561-6300 with any questions or view www.ausac.org.