

Your Response to This Request for Proposal

In responding to this request, please provide sixteen (16) copies of your response with the following information:

1. Detail your firm's experience in providing auditing and tax services to the not for profit sector and organizations of a similar size to The University of Toledo Alumni Association.
2. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last 3 years.
3. Discuss the firm's independence with respect to the University of Toledo Alumni Association.
4. Provide the names and contact information for other similarly sized clients of the partner and manager that will be assigned to our association.
5. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
6. Describe how your firm will approach the audit of the organization. Discuss the communication process used by the firm to discuss issues with the executive and finance committees of the board.
7. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
8. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our external accountants is the best decision we could make.
9. Set forth your fee proposal for five years of audits as well as tax preparation beginning with the June 30, 2012 audit.

Evaluation of Proposals

The Association will evaluate proposals on a pricing and qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to our association, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

As previously mentioned, if you choose to respond to this request, please do so by March 1, 2012.