



10570 S. Federal Highway, Suite 301
Port Saint Lucie, FL 34952
Phone: (772) 398-2920 • Fax: (772) 398-2925
www.uff.us

February 23, 2007

To Whom It May Concern:

United for Families, Inc. (UFF) is seeking proposals for year-round non-profit accounting services for its privatized child welfare system. You are invited to submit a proposal.

Contractor(s) will be compensated with State and/or Federal funding allocated for this aspect. Contracts will be fixed unit agreements. UFF plans to award approximately \$150,000 for related accounting activities and services in a fourteen (14) month contract period (May 1, 2007 – June 30, 2008). A contract may be extended for two (2) additional years based on performance. Contracts will be issued pending UFF's CEO final approval and funding availability. The RFP contains pertinent information that may be included in any contract awarded through the RFP. This information should be reviewed before a proposal is submitted.

Instructions for submitting proposals are included in the RFP. Interested parties must submit a Notice of Intent to Bid by **Friday, March 23, 2007, by 4:00 p.m.** and must complete the proposal package as instructed and submit it by **Wednesday, March 28, 2007, by 4:30 p.m.** The RFP may be accessed through our website at www.uff.us (under Publications, Requests for Proposals), or a copy may be picked up at UFF's Administrative Office, located at 10570 S. Federal Highway, Suite 300, Port Saint Lucie, FL 34952, between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. All questions/inquiries regarding the RFP are to be submitted in writing and directed to Shannon Johnson, Contract Management Supervisor, at shannon.johnson@uff.us by **noon on March 8, 2007**, before the Proposer's (Bidder's) Conference. A Proposers' (Bidders') Conference will be held on **Thursday, March 15, 2007, 9:00 a.m. – 1:00 p.m.** at UFF's Administrative Offices. Proposers (Bidders) who have no history of working with UFF are encouraged to attend the Conference.

This request does not obligate UFF to award a contract, or contracts, nor will UFF pay any costs incurred in the preparation of proposals. UFF reserves the right to accept or reject any or all proposals received.

We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Christine W. Demetriades".

Christine W. Demetriades
Chief Executive Officer