

**AUDITOR SELECTION COMMITTEE
JULY 18, 2022
CITY HALL BOARD ROOM
5:30 PM**

*****Core Value of the Month - Professionalism*****

CALL TO ORDER

*** INVOCATION**

PLEDGE OF ALLEGIANCE

NEW BUSINESS

A. Auditor Selection Committee - Establish factors for evaluation of audit services

Any person requiring a special accommodation at this hearing because of a disability or physical impairment should contact the City Clerk at (850) 837-4242 at least 48 hours prior to the hearing. If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person will need a record of the proceeding and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. (Sec. 286.0105, Florida Statutes)

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 18, 2022
TYPE OF AGENDA ITEM: Action Item
AGENDA OUTLINE NUMBER: A.

TO: City Council

THRU: Jeffrey Cozadd, Grants Manager
Webb Warren, Deputy City Manager
Lance Johnson, City Manager
Kyle Bauman, City Attorney

FROM: Krystal Strickland, Finance Director

DATE: July 11, 2022

SUBJECT: Auditor Selection Committee - Establish factors for evaluation of audit services

I. BACKGROUND: On July 11, 2022, the Auditor Selection Committee was established to follow the guidelines of Florida Statute 218.391 regarding the periodic selection of an audit firm.

The Auditor Selection Committee duties include:

- Establish factors for evaluation of audit services
- Publicly announce requests for proposals (may delegate)
- Provide interested firms with a request for proposals (may delegate)
- Evaluate and Rank proposals

II. DISCUSSION: The goal of this first Auditor Selection Committee meeting is to review the attached draft Audit Request for Proposals (RFP), focussing upon the evaluation and selection criteria, and to confirm/set a public announcement date for the RFP.

Recommendations from today's meeting discussion will be incorporated into the draft RFP.

The proposed schedule for solicitation of an audit firm is as follows:

July 19th: Staff issue Audit RFP

August 18th at 2pm: Clerk Opens and records proposals received & routes copies to Auditor Selection Committee members (Meeting Open to Public)

August 22nd at 5:30pm: Auditor Selection Committee reviews/ranks proposals (Meeting Open to Public)

September 8th at 5:30pm regular council meeting: Council reviews/accepts ranking of proposals as recommended by Auditor Selection Committee & instructs staff to negotiate with the highest ranked firm

September 19th: (Consent Agenda) accept Engagement Letter for FY2022-FY2024 audits. The Committee sunsets after the Council engages the auditor.

Committee members will find the following documents attached to this agenda item:

1. 2022 City of Destin DRAFT Request for Proposals (RFP) for Audit Services
2. 2016 City of Destin RFP for Audit Services
3. Evaluation Criteria (Section 13) of the 2021 RFP for Audit Services published by the City of Fort Walton Beach
4. Evaluation Criteria (Sections 14-16) of the 2020 RFP for Audit Services published by the City of North Lauderdale

Section 5 of the draft RFP currently proposes the following evaluation criteria:

EVALUATION CRITERIA	POINTS
Firm Qualifications and Experience	30
Management and Staff Experience	30
Methodology	20
Pricing	20
TOTAL	100

Section 6 of the Draft RFP describes each of the required elements for the proposals and questions that each proposal element should answer as relates to the evaluation criteria.

Firm qualifications and experience (30 points)

This section of the proposal should establish the ability of the proposing firm to satisfactorily perform the required work. Describe experience performing the work described in the Scope of Work (financial statement audits, internal controls, 2 CFR 200, schedules of federal expenditures, compilations of community redevelopment agency financial reports, and so forth). Describe competence in the services to be provided, strength and stability of the firm, staffing capability, work load, and record of meeting schedules on similar projects. List types of engagements and services provided for the various types of governmental entities. Describe participation in state CPA societies, GFOA and state Finance Officers Associations, and approaches to stay current with GASB statements, guidelines and best practices. This section should include a description of the firms quality assurance practices.

Management and Staff Experience (30 points)

Describe the education, qualifications, and experience of key personnel, and their primary job duties if engaged. Provide experience of each person. Describe how the quality of staff and consistency will be assured over the term of the agreement.

Methodology (20 points)

Describe the approach to completing the tasks specified in the Scope of Work. Set forth a work plan, including an explanation of the audit methodology to be followed. Include reference to sources of information, for example, the City's adopted budget document, council meeting minutes, and preferred access to financial and other management information systems. Include an implementation schedule with a final report delivery date and key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule.

Price Proposal (20 points)

Complete the one-page summary price proposal to be included as Attachment 1: Professional Auditing Services Price Proposal (20 Points). Points will be awarded based on the costs of services as compared to the other qualifying proposals received. The lowest priced qualifying proposal (5-year grand total) shall be awarded 20 points. The remaining proposals will be awarded a percentage of the 20 points, using the following formula:

$$\frac{\text{Lowest 5-year Proposed Amount}}{\text{Proposed 5-year Amount}} \times 20 \text{ points}$$

The firm fixed fee proposals should be listed separately for 1) ACFR Audit Services; 2) Community Redevelopment Agency Financial Report; 3) State and/or Federal Schedule of Financial Assistance; 4) Cost of other Services (identify).

The form for the price proposal is Attachment 1 of the Draft RFP.

- A. **Link to Strategic Goals / Objectives:** Financially sound city providing service excellence
- B. **Effect on Budget (EOB):**
- C. **Level of Service (LOS):**
- D. **Legislative Sponsor:**

III. CONCLUSION:

IV. RECOMMENDED MOTION:

I move to direct staff to issue the RFP for audit services.

Attachments:

1. ATT1: RFP Auditing Services Destin 2022-2026 DRAFT 2022 0714
2. ATT2: RFP Auditing Services Destin FY2016-2020
3. ATT3: RFP 21-004 Fort Walton Beach March 2021 SECTION 13
4. ATT4: RFP 20-03-390 N Lauderdale Audit Selection Criteria
5. ATT5: 218.391 Auditor Selection procedures

CITY OF DESTIN, FLORIDA
REQUEST FOR PROPOSALS
RFP NO. 22-07-FIN
FINANCIAL AUDITING SERVICES



Website: CityofDestin.com
Full RFP: clerk@cityofdestin.com

Date of Issue: July 19, 2022
Responses Due: August 18, 2022 at 2:00pm CST

Lance A. Johnson, City Manager
Phone (850) 837-4242
4200 Indian Bayou Trail
Destin, Florida 32541

NOTICE TO PROPOSERS

The City of Destin is requesting proposals to provide financial auditing services to the City for the audits of the financial statements of the City and the Destin Community Redevelopment Agency. The successful proposer is required to be an independent certified public accounting firm licensed to practice in the State of Florida. The successful respondent will enter into a three-year service contract with the option for two (2) additional one-year renewals for a total five-year contract.

Certified public accounting firms who are interested in providing this service may obtain a Request for Proposal from the City Clerk's office by e-mailing clerk@cityofdestin.com or in person from Destin City Hall, 4200 Indian Bayou Trail, between the hours of 8 a.m. and 5 p.m. Monday through Friday.

Proposal submissions must be received by the City Clerk's Office at the City of Destin, 4200 Indian Bayou Trail, Destin, Florida 32541, in a sealed envelope clearly marked "**RFP NO. 22-07-FIN, FINANCIAL AUDITING SERVICES**", along with the name, return address and telephone number of the submitter, no later than **2:00 p.m. (CST), on August 18, 2022** at which time they will be opened and read aloud. The City reserves the right to reject any and all submittals or portions thereof, to waive minor defects and informalities in the process, to accept the Bid(s) or take any other actions deemed by the City to be in the City's best interest.

Lance A. Johnson
City Manager
CITY OF DESTIN, FLORIDA

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1 RFP Purpose

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from certified public accounting firms licensed in Florida for annual financial and compliance auditing services for the City of Destin and for the Destin Community Redevelopment Agency for the three (3) fiscal years ending September 30, 2022, 2023, & 2024, with potential extensions for 2025 and 2026.

Audits should be in accordance with generally accepted auditing standards for financial and compliance audits as required by Chapter 10.550 of the rules of the State of Florida Auditor General, applicable to audits of municipalities.

1.2 Agreement Term & Renewals

The initial contract term shall be for a period of three (3) years. The City reserves the right to renew the contract for two (2) additional one (1) year periods. The option of renewal shall only be exercised upon mutual written agreement by both parties and upon approval by the City Council. All terms and conditions and unit prices shall remain the same as the original agreement, unless mutually agreed upon in writing. The agreement contract shall be in the form of an Engagement Letter that will include, at minimum, the following provisions as required by Florida Statute 218.391(7):

- (a) A provision specifying the services to be provided and the fees for such services.
- (b) A provision requiring that the invoices for fees be submitted in sufficient detail to demonstrate compliance with the terms of the contract.
- (c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

1.3 Procurement Schedule

The following table identifies the RFP process for this procurement:

TASK	DATE
RFP issued	July 19, 2022
Last day for questions to be submitted	August 9, 2022
Answers/Addendum final date	August 11, 2022
Due Date/Proposal Opening	August 18, 2022 2:00PM
Tentative Date – Audit Committee Evaluation	August 22, 2022 5:30PM
Tentative Date – City Council Meeting	September 8, 2022 5:30PM
Tentative Date – Execution of Contract (EL)	September 19, 2022

2 Scope of Work

2.1 General

The City of Destin desires the Auditor to express an opinion on the fair presentation of its basic financial statements, combining and individual fund Financial Statements and schedules in conformity with generally accepted account principles for the City of Destin, and statements for the Destin Community

Redevelopment District (CRA). The Auditor is required to audit and prepare the supporting schedules contained in the Annual Comprehensive Financial Report (ACFR) as described in the “Blue Book” Government Accounting, Auditing, and Financial Reporting (GAAFR) based on auditing procedures applied during the audit of the general purpose Financial Statements.

The auditor shall be responsible for performing certain limited procedures involving the required Management’s Discussion and Analysis (MD&A) and the required supplementary information required by the Government Accounting Standards Board as mandated by Government Accounting Standards.

The auditor shall express an opinion on the City’s compliance with major federal programs as reporting on the Schedule of Federal Awards. An examination is required on a schedule of receipts and expenditures of funds related to the Deepwater Horizon Oil Spill. The auditors will examine the City’s compliance with Florida Statute 218.45, Local Government Investment Policies. In accordance with the Rules of the General Auditor of Florida, Chapter 10.550 Local Government Entity Audits.

The auditor may be requested to assist with accounting and related issues which will require timely responses to inquiries.

2.2 Auditing Standards to be Followed

To meet the requirements of the solicitation, the audit shall be conducted in accordance with:

- Auditing standards generally accepted in the United States of America
- The standards applicable to financial audits contained in Government Auditing Standards
- The requirements of Sections 218.39 and 218.415 of the Florida Statutes and Chapter 10.550 of the Rules of the Auditor General
- Provisions of the OMB Uniform Guidance 2.CFR 200, and the Florida Single Audit Act, Section 215.97, Florida Statutes
- Other applicable federal, state and local laws or regulations or professional guidance not specifically listed above as well as any additional requirements which may be adopted by these organizations in the future

2.3 Reports to be Issued

Following the completion of the audit of the fiscal year’s consolidated financial statements and CRA financial statements, the Auditor shall issue:

- Independent Auditor’s Report on the fair presentation of the financial statements in conformity with generally accepted accounting principals
- Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on Audit of Financial Statements Performed in accordance with Government Auditing Standards
- Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill
- Independent Auditor’s Report on the Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill as required by Chapter 288.8018, Florida Statutes and Chapter 10.557(3)(f), Rules of the Auditor General
- Examination Report in accordance with AICPA Standards Section AT-C Section 315.20 providing a determination on the Local Government’s compliance with State and Federal laws, rules, regulations, contracts or grant agreements governing the receipt and expenditure of funds related to the Deepwater Horizon oil spill that were not audited as major programs/projects of

Federal awards or State financial assistance as per Sections 10.556(10) and 10.557(3)(c), Rules of the Auditor General

- Examination Report on Compliance with Section 163.387(6) and 163.387(7) Florida Statutes
- Attestation Report on Compliance with Section 218.415 Florida Statutes, Local Government Investment Policies
- Report on Compliance for Each Major Project on Internal Control over Compliance Required by Uniform Guidance
- Schedule of Expenditures of Federal Awards
- Schedule of Findings and Questioned Costs
- Schedule of Expenditures of State Financial Assistance and reports required as per Florida Statute 215.97 Florida Single Audit Act
- Management Letter Pursuant to the Rules of the Auditor General for the State of Florida.
- Non-reportable conditions discovered by the auditors shall be reported in the Management Letter required by Florida Statutes, which shall be referred to in the report on internal control structure and compliance reports as may be required to comply with Florida Statutes, Sections 215.97 Florida Single Audit Act and 218.39 Local Financial Management and Reporting Annual financial audit reports. Due no later than February 1 of each year.
- Report on Fraud and Illegal Acts. The Auditors shall issue an immediate written report to the City Manager and the City Council of all fraud and illegal acts or indications of illegal acts, of which they become aware.
- Prepare and complete the Annual Comprehensive Financial Report (ACFR), in conjunction with City staff, and submit a draft to the City no later than March 1 of each year.
- Prepare and complete the Annual Financial Statement Report for the Destin Community Redevelopment Agency (Auditor's Report, MD&A, Basic Financial Statements, Notes to Financial Statements, RSI, Other Supplementary Information, Compliance Section) no later than March 1 of each year. The Management Letter in the Compliance Section of the CRA financial statements must follow Sections 218.39(3)(c) and 218.32(1)(e)2-3 Florida Statutes and Section 10.554(1)(i)6, Rules of the Auditor General.

2.4 Special Considerations

The City of Destin will send its Annual Comprehensive Financial Report to the Government Finance Officers Association of the United States and Canada (GFOA) for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide special assistance to the City to meet the requirements of that program by providing technical advice to ensure awarding of certification.

The auditor will assist the City in complying with changes in reporting requirements to remain in conformity with accounting principles generally accepted in the United States of America and reporting changes mandated by the State of Florida.

The successful company selected will make a "good faith effort" to maintain a level of consistency in staff assigned to audits of Destin year over year.

2.5 Assistance to be Provided by the City

The Finance Department staff, and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City of Destin. Finance Department staff will provide all data as requested, but the audit firm is responsible to format the data to accommodate their required schedules and work papers.

The City will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided access to telephone lines, photocopying facilities, facsimile machines and internet for on-site audit staff. The auditors will provide their own laptop computers and necessary peripheral devices.

Any cost or charge incurred not associated with the engagement will be paid by the Auditor.

City staff will provide the trial balances and year-to-date actual versus budget reports for each individual fund to include the CRA funds.

Auditor shall create all individual, combining and entity-wide Financial Statements, and issue the Independent Auditor's Report.

City staff will provide the cover page, transmittal letter, management's discussion and analysis, statistical tables and will review and update the notes to the financial statements for the Annual Comprehensive Financial Report (ACFR).

The City contracts annually for a third party to complete the GASB 75 report on other post employment benefits (OPEB). This report will be shared for the auditors to incorporate into the notes to the financial statements and for data required in the Required Supplementary Information (other than MD&A) section of the ACFR.

The auditor will assemble the ACFR based upon information, schedules, notes and statistics the City provides. The auditors will also assemble the separate Community Redevelopment Agency financial report.

The auditor shall provide a color PDF file of the ACFR and the CRA financial report formatted to print double-sided. The PDF file shall be fully ADA compliant, and ready to publish on the City's website. The City shall be responsible for having copies printed and bound for distribution.

The auditor shall be responsible for presenting the ACFR to Council at a regularly scheduled City Council meeting by March of each year. This meeting may be attended in person or virtually.

2.6 Preferred Schedule for conducting Audits

The Auditor shall complete each of the each of the following no later than the dates indicated below:

1. Audit Plan. By October 15, the Auditor shall provide the City of Destin a list of all schedules to be prepared by the City.
2. Date Audit may Commence. The City of Destin will have all records ready for the audit and all management personnel available to meet with the firm's personnel by November 30th of each year.
3. Fieldwork. The Auditor shall complete all fieldwork by December 31st.

4. Draft Reports. The auditor shall have drafts of the audit report and recommendations to management available for review by February 10th.
5. Date Final Report is Due. The auditor will deliver the final signed opinion letter, management letter, and all final requested reports on or before March 20th of each year, after presentation and acceptance at one of the two regular Council meetings in March. A fully ADA compliant signed digital copy (PDF) of the final report should be e-mailed to the City Finance Director kstrickland@cityofdestin.com and to the City Clerk rbailey@cityofdestin.com.

2.7 Working Paper Retention & Access to Working Papers

All working papers and reports must be retained in accordance with requirements and procedures set forth by the General Records Schedule for Local Government Agencies as promulgated by the Division of Archives, History and Records Management (a division of the Florida Department of State) at the auditor's expense, unless the firm is notified in writing by the City of Destin of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Destin
- US General Accounting Office (GAO)
- Cognizant Agents and Agencies
- Auditors of entities of which the City of Destin is a sub-recipient of grant funds
- Parties designated by the federal or state governments or by the City of Destin as part of an audit quality review process

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance. As requests for copies of working papers are fulfilled, the auditors will be required to notify the City Finance Director of the request, as appropriate.

3 Background Information

The City of Destin is a gulf-side resort town with a year-round population of nearly 14,000 and a seasonal peak of 100,000. The City was incorporated in 1984. It is approximately 7.53 square miles, and is mostly built-out.

The City of Destin's government is composed of seven major departments: City Manager, Finance, Public Works, Community Development, Code Enforcement, Library, and Parks and Recreation. The City employs approximately 100 people. The majority of staff work in Parks and Recreation, operating a Community Center, an outdoor sports complex, and a number of beach and waterfront parks and beach access trails. The total budget for Fiscal Year 2022 is approximately \$34 million including \$14 million for the General Fund. Law enforcement is maintained through a contract with the County Sheriff's Office. The City maintains a defined contribution "Thrift" plan administered by Benjamin F. Edwards. The City does not have any enterprise funds. Utilities are provided by a coop and several for-profit providers.

The City of Destin uses the following fund types in its financial reporting:

Fund Type	Number of Funds
General Fund	1
Special Revenue Funds	6
Debt Service Funds	3
Capital Project Funds	3

The number of Funds may be increased or decreased depending on the City's requirements.

Interested respondents who wish to review prior year's Annual Comprehensive Financial Reports (ACFRs) and management letters will find this information located at the City's website at:
<https://www.cityofdestin.com/100/Finance-Department>

The Finance Department consists of three full-time employees:

- Finance Director, Krystal Strickland, CPA, CGFO
- Senior Accountant, Rhonda Greene, MAFM
- Payroll and Payables Clerk, April Nickens

The successor Auditor may make reasonable inquiries and requests, including review of working papers, relating to matters of continuing accounting significance to the predecessor Auditor.

4 Qualifications & Requirements

To be eligible to respond to this solicitation, the proposing firm or principals assigned to the project, have successfully provided services similar magnitude to those specified in the Scope of Work section of this solicitation to at least one city similar in size and complexity to the City of Destin.

The proposer shall have been continuously engaged in the business of providing Audit Services to local governments for at least five (5) years.

4.1 Independence

The proposer should provide an affirmative statement that all key supervisory personnel assigned to the engagement are independent of the City of Destin, as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. In addition, the proposer should have no conflict of interest with regard to any other work performed by the firm for the City of Destin.

4.2 License Requirements, CPE

The firm and assigned key professional staff must be properly registered and licensed to practice in the State of Florida. The firm must be Certified and Registered with the Florida Department of Professional Regulation, AICPA, and FICPA.

Provide all applicable licenses, including license name, license numbers and contact information for the Firm and for the assigned key professional staff. The City assumes a current CPA license for key staff is a valid proxy for proof of maintaining annual CPE requirements.

The minimum required Florida municipal experience for the firm and engagement and quality control partners is five (5) years. Additionally, all key supervisory personnel must have successfully completed the number of required hours of continuing professional education (CPE) for CPA's engaged in government auditing pursuant to F.S. 473.312 and government auditing standards (Yellow Book).

4.3 Quality Control & Peer Review

The proposing firm shall provide a copy of its most recent Report on the Firm's System of Quality Control.

4.4 Insurance Requirements

Certificates of Insurance reflecting evidence of required insurance shall be submitted to the City Clerk within thirty (30) calendar days after notification of award of the contract/agreement. Proposer's failure to provide the City the applicable Certificate of Insurance withing Thirty (30) days shall provide for basis for termination of the contract/agreement.

The Certificates shall contain a provision that all coverage afforded under these policies will not be cancelled until at least thirty days (30) prior written notice has been given to the City. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. Financial Ratings must be not less the A- in the latest edition of "Best Key Rating Guide", published by A.M. Best Guide.

Responder shall carry Workers' Compensation Insurance in accordance with the laws of the State of Florida and in the amounts sufficient to secure the benefits of the Florida Workmen's Compensation Law for all types of employees, including those of subcontractors.

- Workers Compensation
Coverage A – To be in conformity with Florida Statutes
Coverage B - \$500,000/\$500,000/\$500,000
- Commercial General Liability
Commercial General Liability must be on a comprehensive basis, including Personal Injury Liability, Products/Completed Operations, and must show City of Destin as an additional named insured with respect to these coverages.

Each Occurrence	
Bodily Injury/Property Damage	\$1,000,000
Products/Completed Operations	\$1,000,000

Annual Aggregate	
Bodily Injury/Property Damage	\$2,000,000
Products/Completed Operations	\$2,000,000
Fire Damage	
Medical Payments	
Contractual Liability where applicable	

- Commercial Automobile Liability
Combined single limit for bodily injury and/or property damage \$1,000,000

- Professional Liability or Errors & Omissions Coverage
Insurance with a limit of liability no less than \$500,000 per wrongful or negligent act. This coverage shall be maintained for a period of no less than the later of three (3) years after the delivery of goods/services or final payment pursuant to the Engagement Letter.

The City reserves the right to modify its insurance requirements with 60 days' notice

5 Selection Process and Evaluation of Responses

Proposals will be opened by the City Clerk on August 18, 2022 at 2:00PM CST in the City Hall Board Room located at 4200 Indian Bayou Trail, Destin, FL 32541. Proposals meeting the mandatory requirements will be shared with the Auditor Selection Committee members to be evaluated for technical qualifications. The Auditor Selection Committee members shall review and rank the qualifying proposals individually. Committee members will meet at a publicly advertised meeting to discuss and finalize their evaluations and to summarize their scores in a ranking matrix (ATT XXX). The Committee Chair will present their recommendations at the next available City Council meeting. Council will confirm direction to negotiate and execute a contract to engage a firm.

5.1 Mandatory Requirements

Proposers must provide documentation which demonstrates their ability to satisfy all of the mandatory requirements outlined in this section. Proposals that do not provide the below supporting documentation will not be evaluated and ranked for Council consideration.

1. Affirmative statement of independence and no conflict of interest with regard to any other work performed by the firm for the City
2. Copy of Firm's current license to practice in Florida
3. Copies of the current CPA licenses for key personnel overseeing the audit
4. Copy of the firm's most recent peer review report on quality control

5.2 Evaluation Criteria

Criteria is listed by their relative order of importance:

EVALUATION CRITERIA	POINTS
Firm Qualifications and Experience	30
Management and Staff Experience	30
Methodology	20
Pricing	20
TOTAL	100

Each of the criteria is described further in Section 6 in order of the preferred topic outline of the proposal.

6 Proposal Outline and Requirements

The proposal must be submitted with one unbound signed original and six (6) complete bound copies. The proposal should be prepared simply and economically, providing a straightforward, concise

description of the proposer's ability to fulfill the requirements of the RFP. Submissions should be on 8.5 x 11 paper and should not exceed 50 single-sided pages in length. Proposals should be submitted following the topic format outlined here in section 6.

6.1 Cover Page

The cover page of the proposal must include the Title "Proposal to Provide Financial Audit Services to the City of Destin, RFP 22-##-FIN". The cover page must include the Firm's name, address, telephone number, the name of the primary contact person, and the date of the proposal.

6.2 Table of Contents

Please include a table of contents with page numbers to clearly define location of the below major sections of the proposal.

6.3 Transmittal Letter

The signed letter of transmittal should briefly state the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer for ninety (90) days. The signer must have the authority to bind the proposer to the submitted proposal.

6.4 Firm Qualifications and Experience (30 Points)

This section of the proposal should establish the ability of the proposing firm to satisfactorily perform the required work. Describe experience performing the work described in the Scope of Work (financial statement audits, internal controls, 2 CFR 200, schedules of federal expenditures, compilations of community redevelopment agency financial reports, and so forth). Describe competence in the services to be provided, strength and stability of the firm, staffing capability, work load, and record of meeting schedules on similar projects. List types of engagements and services provided for the various types of governmental entities. Describe participation in state CPA societies, GFOA ad state Finance Officers Associations, and approaches to stay current with GASB statements, guidelines and best practices. This section should include a description of the firms quality assurance practices.

6.5 Management Staff Experience (30 Points)

Describe the education, qualifications, and experience of key personnel, and their primary job duties if engaged. Provide experience of each person. Describe how the quality of staff and consistency will be assured over the term of the agreement.

6.6 Methodology (20 Points)

Describe the approach to completing the tasks specified in the Scope of Work. Set forth a work plan, including an explanation of the audit methodology to be followed. Include reference to sources of information, for example, the City's adopted budget document, council meeting minutes, and preferred access to financial and other management information systems. Include an implementation schedule with a final report delivery date and key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule.

6.7 Price Proposal (20 points) and Other Attachments

Complete the one-page summary price proposal to be included as Attachment 1: Professional Auditing Services Price Proposal (20 Points). Points will be awarded based on the costs of services as compared to the other qualifying proposals received. The lowest priced qualifying proposal (5-year grand total) shall be awarded 20 points. The remaining proposals will be awarded a percentage of the 20 points, using the following formula:

$$\frac{\text{Lowest 5-year Proposed Amount}}{\text{Proposed 5-year Amount}} \times 20 \text{ points}$$

The firm fixed fee proposals should be listed separately for 1) ACFR Audit Services; 2) Community Redevelopment Agency Financial Report; 3) State and/or Federal Schedule of Financial Assistance; 4) Cost of other Services (identify).

List of Attachments for all proposals:

- Attachment 1: Professional Auditing Services Price Proposal
- Attachment 2: Confirmation of Receipt of Addenda
- Mandatory Attachment 3: Affirmative statement of independence and no conflict of interest
- Mandatory Attachment 4: Proof of Firm registration with Florida DPBR
- Mandatory Attachment 5: Copies of CPA licenses for all key professional staff
- Mandatory Attachment 6: Copy of most recent Peer Review of Quality Control
- Mandatory Attachment 7: Public Entity Crime Form
- Mandatory Attachment 8: Drug Free Workplace Certification

7 Additional Submittal Requirements

7.1 No Contact Clause (Cone of Silence)

All prospective respondents are hereby instructed NOT to contact any member of the City of Destin, City Council, City Manager, or City of Destin staff members other than the authorized city contact person identified in this Solicitation regarding the solicitation package, the Respondent's submittal package, the City's Intent to Award, or City's Intent to Reject, at any time prior to the formal award for this project. Any such contact may be cause for rejection of your submittal. Any questions relative to any item or portion of this solicitation should be directed to the City' Clerk's Office 850-837-4242 during office hours Monday – Friday 8:00 A.M. to 5:00 P.M. CST. Or e-mail clerk@cityofdestin.com.

Mailing and Hand-Delivered Address:

City of Destin
ATTN: City Clerk
4200 Indian Bayou Trail
Destin, Florida 32541

7.2 Inquiries and Addenda

All potential respondents are encouraged to request a copy of the full Request for Proposals from the City Clerk. The City Clerk will record contact information for your organization in the event addenda are issued.

All questions regarding this RFP should be directed to:

Rey Bailey
City Clerk
rbailey@cityofdestin.com
850-837-4242

All questions will be compiled by the Clerk and a response in the form of an addendum will be distributed to all interested parties registered with the City Clerk. See the timing for questions and answers in "Section 1.3 Procurement Schedule".

7.3 Reservation of Rights

The City reserves the right to reject any and all proposals, to waive minor defects in the process, and to accept the proposal deemed by the City to be in the City's best interest. All issues addressed in the Request for Proposals (RFP) will be given consideration in determining the successful proposer.

The City may make a determination that it is in the City's best interest to conduct additional discussions or changes in the requirements and request another submission of best and final offers from those proposers deemed qualified for any short list.

7.4 Public Records

The City of Destin is a public agency subject to Chapter 119, Florida Statutes. The Contractor will be required to comply with Florida's Public Records Law. Any resulting contract shall incorporate the following Public Records Provisions as required by Section 119.0701, Florida Statutes.

The Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
3. Ensure the public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records, transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract, and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the city in a format that is compatible with the information technology systems of the agency.

The failure of Contractor to comply with the provisions set forth in this Article shall constitute a default and Breach of this Agreement.

8 Attachments

Attachment#1

**CITY OF DESTIN RFP 22-07-FIN
PROFESSIONAL AUDITING SERVICES PRICE PROPOSAL**

Company: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Date of Proposal: _____

FIRM FIXED FEES PROPOSALS:

I. Fiscal Year 2022 Audit Services: \$ _____

II. State and/or Federal Financial Assistance Audit: \$ _____

III. Identify Cost of Other Services, if any: \$ _____

_____ \$ _____

IV. In consideration of subsequent year(s) renewals, provide a Firm Fixed Fee for subsequent year Audits:

FY2023 \$ _____ FY2024 \$ _____ FY2025 \$ _____ FY2026 \$ _____

In accordance with your request for proposals, instructions and specifications, attached hereto, and subject to all conditions thereof, I (We), the undersigned, hereby agree is this proposal is accepted, to contract with the City of Destin, Florida to furnish any service requested herein and deliver the same to the City of Destin at the specified location.

The undersigned further declares that he/she has carefully examined the specifications and is thoroughly familiar with them and their provision(s). He/She further declares that no other person than the proposer herein named has any interest in this proposal or in the contract to be executed, and that it is made without connection with any other person(s) making a proposal for the same services, and it is in all respects fair and without collusion and fraud.

Name & Title of Authorized Representative: (Printed) _____

(Signature) _____

Attachment#2

**CITY OF DESTIN RFP 22-07-FIN
ACKNOWLEDGEMENT OF ADDENDA**

The undersigned acknowledges receipt of the following addenda to the Request for Proposals (Give number and date of each):

Addendum No.	Dated
Addendum No.	Dated
Addendum No.	Dated
Addendum No.	Dated
Addendum No.	Dated

Failure to submit acknowledgement of any addendum that affects the submittal is considered an irregularity and may be cause for rejection of the proposal.

Name of Business:

By:

(Signature)

Name & Title

Mandatory Attachment#3

**CITY OF DESTIN RFP 22-07-FIN
AFFIRMATIVE STATEMENT OF INDEPENDENCE
AND NO CONFLICT OF INTEREST**

The [insert firm name here] is independent of the City of Destin as defined by generally accepted auditing standards and the U.S. Government Accountability Office's Government Auditing Standards. Accordingly, no relationship exists between the [insert firm name here} and the City or any of its employees, Board members or with any person or agency that constitutes a conflict of interest with respect to the City.

In addition, the staff of [insert firm name here] have not conducted other services for the City, nor has it made any management decisions, and accordingly, will not be auditing work or decisions made by the Firm's employees, nor are there other ways to compromise our independence as defined by the AICPA.

[Signature]

Name & Title of Authorized Representative (Printed)

Date

Mandatory Attachment #4

**CITY OF DESTIN RFP 22-07-FIN
PROOF OF FIRM REGISTRATION WITH FLORIDA DBPR**

Mandatory Attachment #5

**CITY OF DESTIN RFP 22-07-FIN
CPA LICENSES FOR ALL KEY PROFESSIONAL STAFF**

Mandatory Attachment #6

**CITY OF DESTIN RFP 22-07-FIN
PEER REVIEW OF QUALITY CONTROL**

Mandatory Attachment #7

**CITY OF DESTIN RFP 22-07-FIN
PUBLIC ENTITY CRIMES STATEMENT**

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract RFP-22-07-FIN

2. This sworn statement is submitted BY _____ whose
business address is _____

and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If the entity has no
FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is _____ and my relationship to the entity named
above is _____

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners,

shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (please attach a copy of the final order)

___ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (please attach a copy of the final order)

___ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature)

Date: _____

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 2022, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires:

Mandatory Attachment #8

**CITY OF DESTIN RFP 22-07-FIN
DRUG-FREE WORKPLACE CERTIFICATION**

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

NAME (TYPED OR PRINTED): _____

TITLE: _____

**REQUEST FOR PROPOSALS (RFP# 16-10- FIN) FOR
PROFESSIONAL AUDITING SERVICES
FOR
THE CITY OF DESTIN, FLORIDA**

Date: _____

Gregory A. Kisela
City Manager
4200 Indian Bayou Trail
Destin, Florida 32541
Telephone # (850) 837-4242
Fax # (850) 837-3267

NOTICE TO PROPOSERS

The City of Destin, Florida, pursuant to Chapter 11.45, Florida Statutes and the procedures of the City of Destin is currently accepting **Proposals for Professional Auditing Services**. The successful proposer is required to be an independent certified public accountant licensed to practice in the State of Florida. The successful respondent will enter into a three-year service contract with the option for two (2) additional one-year renewals for a total five-year contract.

Certified public accountant(s) who are interested in providing this service may obtain a Request for Proposal from the City Clerk's Office at Destin City Hall, 4200 Indian Bayou Trail between the hours of 8 a.m. and 5 p.m., Monday through Friday at 850.837.4242. **Proposals must be received by the City of Destin in a sealed envelope that is clearly marked, "RFP # 16-10-FIN, Proposal for Audit Services, no later than 2:00 p.m. C.S.T., MONTH #nd, 202X** at which time they will be opened and read aloud. EOE

The City reserves the right to reject any and all proposals, in whole or in part, to waive minor defects in the process and to accept the proposal deemed by the City to be in the City's best interest.

Gregory A. Kisela
City Manager

**CITY OF DESTIN
RFP # 16-10-FIN
PROFESSIONAL SERVICES - AUDITING**

I. PURPOSE: The purpose of this Request for Proposal (RFP) is to provide the City a way to determine the best qualified certified public accountant(s), firm or corporation which, in the City's opinion, is best suited to undertake auditing and accounting services required by the City of Destin. Factors such as capability, experience and the ability to work within established time and budget constraints will be used in the selection process.

Currently the City is requesting proposals from qualified individuals, firms and corporations capable of providing full-certified public accounting services related to the financial operations of the City of Destin. The City of Destin (CITY) desires the auditor express an opinion on the fairness with which its financial statements present financial position, results of operations and cash flows in conformity with generally accepted accounting principles, and an audit in accordance with Government Auditing Standards, issued by the Comptroller General of the United States and the State of Florida. The City of Destin desires to receive the Certificate of Achievement for Excellence in Financial Reporting presented by the Government Finance Officers Association of the United States and Canada (GFOA).

II. SCOPE OF WORK: The successful proposer shall, among other tasks:

1. Perform in accordance with generally accepted auditing standards and the standards for financial and compliance audits as required by Chapter 10.550 of the Rules of the State of Florida Auditor General applicable to local governmental entity audits.
2. The audit shall be a financial audit as defined in Chapter 11.45 1(b), Florida Statutes, and shall be conducted in accordance with generally accepted auditing standards.
3. The audit will be conducted beginning the week after Thanksgiving.
4. Prepare and complete the Comprehensive Annual Financial Report (CAFR) and submit it to the City no later than March 1 of each year. It is specifically understood that time is of the essence for any proposal.
5. The audit report shall contain the opinion of the auditor of the financial statements and a report on compliance with applicable legal provisions and bond covenants.
6. Upon delivery of the CAFR, the auditor shall provide the City financial staff with a digital copy of their audited trial balance, adjusting entries, and reclassifying entries.
7. The auditor shall submit, no later than January 31 each year, a written draft report of any weaknesses found in internal controls.
8. The auditor shall submit, no later than January 31 each year, a draft management letter which shall identify management weaknesses observed, assess their effect on financial management, and propose steps to eliminate them.

9. The auditor shall assist the City in meeting the requirements of the GFOA Certificate program.
10. The auditor shall provide 20 copies of the Comprehensive Annual Financial Report which conforms to GFOA Certificate requirements as outlined by the GFOA. The auditor shall also provide the City with a PDF copy of the final audit document that is suitable for submission to the State of Florida Auditor General and posting on the City Website.
11. The partner in charge of the audit and/or the audit manager shall be available to attend up to two public meetings for discussion of the audit report.
12. The auditor shall, with out charge, make available their work papers to any Federal Agency upon request and in accordance with Federal and State Laws and Regulations.
13. The auditor shall assist the City with other related professional auditing and accounting services as required, including but not limited to, bond issuance, financing, auditing of city contracts and franchises.
14. The auditor shall assist the City with routine consultations as requested by the City throughout the full term of this agreement.
15. The fees quoted in your proposal and included in the contract will be the maximum paid for standard audit services, unless both parties complete an amendment to the contract. If material problems arise which were not reasonably anticipated during the firm's proposal response, a contract amendment will be negotiated based on the fee schedule accompanying the proposal. No additional work should be performed by the CPA, nor will it be paid for by the City without a written amendment to this contract.
16. Upon request, the firm will provide a copy of the work papers pertaining to any questioned costs identified in the audit. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

NOTE: SERVICES CONTAINED WITHIN THE SCOPE OF WORK WILL BE PROVIDED PURSUANT TO A CONTRACT BEING ISSUED TO THE SUCCESSFUL PROPOSER.

III. PROPOSAL REQUIREMENTS: Proposals must be submitted, with an original and eight (8) copies, in a sealed envelope clearly marked with the name of the firm, "**RFP No. 16-10-FIN Proposal for Audit Services**". Proposals not including the outlined information may be deemed non-responsive and excluded from consideration.

1. **Title Page:** Name of individual/firm/corporation, address and telephone number, the name of the contact person and the date of the proposal.
2. **Table of Contents**
3. **Transmittal Letter:** A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer for ninety (90) days. The signer must have the authority to bind the proposer to the submitted proposal.
4. **Profile of the Proposer**

- i. Proposer must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient services to the City. The City reserves the right before recommending any award to inspect the facilities, organization, and financial condition or to take any other action necessary to determine the ability to perform in accordance with specifications, terms, and conditions.
- ii. Proposer must complete and submit the Professional Auditing and Accounting Services.
- iii. The proposer may submit any other information the proposer believes relevant to the selection of auditing services.

IV. PREPARATION: The proposer, if selected for inclusion on a short list, **may** be required to make a brief (5- to 10-minute) oral presentation to the Destin City Council in open session. The proposer should be prepared to discuss, at a minimum, the following issues during the presentation/interview:

1. The firm's qualifications, including the qualifications/abilities of professional, in-house personnel; (Primary contact person should be identified as part of this requirement.)
2. Approach/methods to be employed;
3. The firm's ability to furnish services within required or necessary time constraints and/or budget constraints;
4. A demonstrated understanding of municipal requirements as they related to the financial and management operations of a local government; and
5. Related issues as may be posed by Council or the City Manager.

NOTE: **Proposers selected to make presentations will be notified in writing in advance of the presentation date. At the end of the presentation (interview) process, the City Council shall rank, in order of preference, the top three (3) firms.**

V. SUBMITTAL REQUIREMENTS: Proposals shall be submitted as follows:

- A. The proposal form contained on page 7 of this RFP shall precede the required information presented in the order in which it is outlined **Section III. Proposal Requirements**. Any additional information submitted in support of the proposal shall follow the required information.
- B. Each proposal shall contain evidence of proper licensing to perform required services in the State, County and City.
- C. Each proposal shall contain a completed Public Entity Crime Form (Attachment #2) pursuant to Florida Statutes, Sections 287.132-133, providing that no public entity shall accept any bid from or award any contract to, or transact any business in excess of the threshold amount for Category Two (\$25,000) for a period of thirty-six months from the date placed on the convicted vendor list.

- D. Each proposal is subject to the provisions of Florida Statutes, Chapter 112, providing that all proposers must disclose with the RFP submittal the name of any officer, director or agent who is also a public officer or an employee of the City of Destin. Further, all proposers must disclose the name of any City officer or employee who owns, directly or indirectly, an interest of five percent or more in the proposing firm.
- E. Firms submitting proposals as a joint venture shall submit to the City, as part of proposals, a copy of any joint venture agreement.
- F. Preference may be given by the City of Destin to firms demonstrating a drug-free workplace program whenever two or more proposals, which are equal in respect to quality and service, are received and rated by the City. Proposers intending to demonstrate a drug-free workplace program shall provide an Attachment #3 certification form with the RFP submittal.
- G. An original and eight (8) copies of the proposal shall be submitted in a sealed envelope clearly marked "**RFP NO. 16-10-FIN PROPOSAL FOR AUDIT SERVICES.**"
- H. Sealed proposals must be received by the City of Destin no later than **2:00 p.m. C.S.T, June 2nd, 2016, at which time they will be opened and read out loud**, at the following address:

MAILING AND HAND-DELIVERED ADDRESS

City of Destin
ATTN: City Clerk
4200 Indian Bayou Trail
Destin, Florida 32541

- I. Questions regarding **RFP No. 16-10-FIN** may be directed to the following City contact:

Mr. Bragg Farmer
Finance Director
(850) 837-4242

- J. Only those proposals fulfilling all the requirements outlined on this solicitation will be considered.
- K. The Bid Committee will evaluate each proposal submitted based on all submittals received and recommend the best proposal to the City Council for award of contract. The Bid Committee will evaluate the proposals from the submission and may ask questions of a clarifying nature, if necessary.
- L. The proposal, as submitted, will be considered the final submission. The proposal shall remain binding for ninety (90) calendar days.
- M. The successful respondent will enter into a one-year service contract with the option for four (4) additional one-year renewals for a total five years. This invitation for proposal shall be included and incorporated in the final contract. When applicable, a contract may be renewed contingent upon cost factors, mutual agreement, satisfactory

performance evaluations, availability of funds and the approval of the City Council of Destin. The City of Destin performance and obligation to pay for the purchase of services of a period in excess of one (1) fiscal year under any contractual relationship is contingent upon an annual budget appropriation approved by the Destin City Council.

- N. The City reserves the right to reject any and all proposals, to waive minor defects in the process and to accept the proposal deemed by the City to be in the City's best interest. All issues addressed in the Request for Proposals will be given consideration in determining the successful proposer.

The City may make a determination that it is in the City's best interest to conduct additional discussions or changes in the requirements and request another submission of best and final offers from those proposers deemed qualified for any short list.

- O. Where proposers are required to enter onto City of Destin property to deliver materials or perform work or services, as a result of RFP award, the successful proposer shall assume full duty, obligation and expense of obtaining all necessary licenses, permits, inspections and insurance, as required.

**CITY OF DESTIN
RFP# 16-10-FIN
PROPOSAL FORM
PROFESSIONAL AUDITING SERVICES**

Company: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone: () _____ Fax: () _____

Date of Proposal: _____

FIRM FIXED FEES PROPOSALS:

I. Fiscal Year 2016 Audit Services: \$ _____

II. State and/or Federal Financial Assistance Audit: \$ _____

III. Identify Cost of Other Services, if any: \$ _____

_____ \$ _____

OPTIONAL

IV. In consideration of subsequent year(s) renewals for FY2017, FY2018, FY2019, and FY2020 audit services, will the firm consider extension of the above firm fixed fees for up to four additional (4) years:

Yes _____ No _____

OR:

Provide firm fixed fees associated with FY2017, FY2018, FY2019, and FY2020 services:

FY2017 \$ _____ FY2018 \$ _____ FY2019 \$ _____ FY2020 \$ _____

In accordance with your request for proposals, instructions and specifications, attached hereto, and subject to all conditions thereof, I (We), the undersigned, hereby agree is this proposal is accepted, to contract with the City of Destin, Florida to furnish any service requested herein and deliver the same to the City of Destin at the specified location.

The undersigned further declares that he/she has carefully examined the specifications and is thoroughly familiar with them and their provision(s). He/She further declares that no other person than the proposer herein named has any interest in this proposal or in the contract to be executed, and that it is made without connection with any other person(s) making a proposal for the same services, and it is in all respects fair and without collusion and fraud.

Name & Title of Authorized Representative: (Printed) _____

(Signature) _____

ATTACHMENT #2

PUBLIC ENTITY CRIME FORM

REQUEST FOR PROPOSALS (RFP) NO. 16-10-FIN

CITY OF DESTIN AUDIT SERVICES

SWORN STATEMENT UNDER SECTION 287.133 (3) (A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract _____

2. This sworn statement is submitted _____ whose
business address is _____

and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If the entity has no
FEIN, include the Social Security Number of the individual signing this sworn statement: _____

3. My name is _____ and my relationship to the entity named
above is _____

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
City of Destin, Florida

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active n management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (please attach a copy of the final order)

___ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (please attach a copy of the final order)

___ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature)

Date: _____

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 2011, and is personally known to me, or has provided _____ as identification.

Notary Public

My Commission expires:

ATTACHMENT #3

DRUG FREE WORKPLACE CERTIFICATION

REQUEST FOR PROPOSAL (RFP) NO. 16-10-FIN

CITY OF DESTIN AUDIT SERVICES

DRUG-FREE WORKPLACE CERTIFICATION

The below signed Bidder certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1., notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

NAME (TYPED OR PRINTED): _____

TITLE: _____

13.0 SELECTION PROCESS - Proposals will initially be evaluated using two sets of criteria. Firms meeting the mandatory requirements (Section 8) will have their proposals evaluated for technical qualifications as described in Section 9.

It is intended that one company shall be selected to perform these services for the City of Fort Walton Beach. Your proposal will be evaluated by the information you submit, and scored based on the criteria and weighting identified below. Submittals will not be returned to the proposers submitting an RFP.

13.1 MANDATORY REQUIREMENTS – Proposers must provide documentation, which demonstrates their ability to satisfy all of the mandatory requirements outlined in Section 13. Proposers who do not meet the minimum qualification requirements or who fail to provide supporting documentation may not be considered for award.

13.1.1 The audit firm is independent and has no conflict of interest with regard to any other work performed by the firm for the City.

13.1.2 The audit firm is licensed to practice in Florida.

13.1.3 The audit firm's professional personnel have received adequate continuing professional education within the preceding two (2) years.

13.1.4 The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.

13.2 SELECTION CRITERIA (Must equal 100%)

13.2.1 30% - Technical Requirements – Past Experience & Expertise

- Proposer’s qualifications, experience, size & location;
- Past experience on comparable government engagements;
- Quality of professional personnel to be assigned to the engagement;
- Quality of management support personnel to be available for technical consultation;
- Experience with audits and tests of compliance with Florida & Federal laws and regulations.)
- Ability to perform additional services and provide technical support throughout the period of the engagement.
- Results provided on external and quality control reviews.
- Demonstrated understanding of the City’s requirements.

- Past and present status and composition of any disciplinary actions undertaken against the firm at the Federal or State level.
 - General Information, Capabilities, and Past Performance documents received as outlined in this RFP.
- 13.2.2 30% - Technical Requirements – Specific Audit Approach & Anticipated Potential Audit Problems
- Adequacy of Audit Approach, including proposed staffing plan for various segments of the engagement, including supervision & involvement of experienced personnel.
 - Adequacy of work audit plan & sampling techniques.
 - Internal control assessment – evaluation of internal accounting & administrative controls.
 - Adequacy of Analytical & substantive procedures
 - Current workload, allowing firm to meet City’s schedule.
 - Report formats provided.
 - Other information received in Audit Approach Section.
- 13.2.4 15% - Pricing of services & costs, compared to other proposers.
- 13.2.5 15% - Presentations – Mock financial audit presentation (10mins); See Section 13.4.4
- 13.2.5 5% - Local Merchant Preference - as defined in City’s Purchasing Policies (FIN-09; Resolution 2012-17, Section 3.4 and described in RFP Section 11.5).
- 13.2.6 5% - Certified Minority Business Enterprise as defined in City’s Purchasing Policies (FIN-09; Res. 2012-17, Sect 3.5).

This area left intentionally blank.

13.3 RATING SYSTEM - The Selection Committee will rate all proposals utilizing the Weighted Rating System (see below). The sum of the Total Weighted Ratings assigned by the committee members will be used to rank the proposals.

13.3.1 Criteria Weighting:

Proposal Evaluation Form					
	Categories / Criteria	Rating *	x	Weight	Score:
1	Technical Requirements – Past Experience & Expertise (30%)		x	0.30	
2	Technical Requirements – Specific Audit Approach/Identification of Potential Problems (30%)		x	0.30	
3	Pricing of Services, costs (15%)		x	0.15	
4	Mock Audit Presentation (15%)		x	0.15	
5	Local Vendor Preference (as defined in City’s Purchasing Policies) (0 or 5%)		x	0.05	
6	Minority Business Enterprise (as defined in City’s Purchasing Policies) (0 or 5%)		x	0.05	
				TOTAL SCORE	

*** Rating: 1-Poor, 2-Fair, 3-Good, 4-Excellent, 5-Superior**

13.4 AUDIT SELECTION COMMITTEE – The primary purpose of this committee is to assist the City Council in selecting an auditor to conduct the annual financial audit required by FS. 218.39.

13.4.1 Selection Committee – The Selection committee shall consist of at least three members will be formed to review, score, and rank all proposals. Per FS 218.391, one member shall be a city council member, who shall serve as the chair of the committee. No city staff shall serve on this committee; however, an employee, chief executive officer or chief financial officer of the City may serve in an advisory capacity. The committee members shall review each proposal individually and score each proposal based on the evaluation criteria listed above. The committee will compile individual rankings for each proposal to determine committee recommendations. Submissions will be evaluated to determine those that best meet the needs of the City.

13.4.2 Selection Committee Meeting – The Selection Committee will meet in the City Council Chambers (if available) located at 107 Miracle Strip Parkway SW, Fort Walton Beach FL 32548, or at City Hall Annex Training room (105 Miracle Strip Pkwy SW, Fort Walton Beach, FL).

- Mock Presentations – scheduled for 1:30pm, March 25, 2021.
- Selection Meeting – scheduled for 3:00pm, March 25, 2021.

13.4.3 Requests For Additional Information: During the proposal selection process, the City reserves the right to request additional written information to assist in the evaluation of these qualifications.

- The proposer shall furnish such additional information as the City of Fort Walton Beach may reasonably require. The City reserves the right to make investigations of the qualifications of the proposer, as it deems appropriate. Failure to provide requested additional information may result in rejection of the proposal.

13.4.4 Presentations/Interviews - The City will, at its sole discretion, schedule oral mock presentations from the top ranked firm(s) either in person, by phone or through MS Office Teams (format to be determined by the Selection Committee). This will provide an opportunity to demonstrate skills presenting audit reports in a public setting. The final recommendation will include the Selection Committee's scores within the final bid tabulation.

- If oral mock presentations are elected, the Purchasing Division shall schedule the time and location of these presentations and notify the selected firms.
- Oral Mock Presentations:
 - The presentation should consist of a financial statement presentation that will enable the audit committee to score the proposer on their presentation skills and their ability to answer questions related to the presentation.
 - Proposers will have 10 minutes to present the mock financial statements and audit to the Audit Committee
 - There will be a 5 minute question and answer period in which the Audit Committee will ask questions related to the mock financial statement and audit presentation.

13.4.5 After evaluation and ranking of submittals, the City may at its sole discretion, elect to forego further consideration of firms and recommend the highest ranked firm to the City Council for award.

13.4.6 The City reserves the right to reject all proposals. In the event the City does so, it shall provide in writing to all proposers the reasons for its rejection.

13.4.7 The Purchasing Manager, or a designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Selection Committee to properly and accurately rate the submissions.

13.4.8 The Purchasing Manager, or a designee, may discuss a proposal directly with the responsible proposer to get clarification and assure a full understanding of, and responsiveness to, the solicitation requirements.

13.4.9 All proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission prior to the “short-list” for the purpose of obtaining best and final offers.

13.4.10 In conducting such discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers except as may be required by the FL Public Records Law, Chapter 119, Florida Statutes.

13.5 The Selection Committee has tentatively scheduled to present the top three (3) proposers to City Council on Tuesday, April 13, 2021 at the regular council meeting for the award or rejection of all proposals.

14.0 VENDOR PROTESTS: Proposers who do not agree with the City Council’s award are afforded the opportunity to protest the award by submitting written notice to the Purchasing Division within three (3) business days after City Council award.

15.0 SUBMISSION OF PROPOSALS



15.1 SUBMISSIONS:

15.1.1 Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to fulfill the requirements of the RFP.

- Submissions should not exceed 50 single-sided pages in length.
- Proposal page size – 8.5 x 11 paper
- Expensive papers and bindings are discouraged since no materials will be returned to the Proposer.

15.1.2 **Be sure to address all criteria listed in the Scope of Work, Specifications and Criteria Sections, and include all City bid forms required in this RFP.**

15.1.3 **Topic Order – To ensure a uniform review process and to obtain the maximum degree of comparability, proposals should be organized in the following manner:**

- Letter of Transmission – Section 10
- General information – Section 8.7
- Mandatory Requirements – Section 8
- Technical Requirements – Section 9
- Bid Forms – Sections 11 & 19
- Fees – Section 7 and 19.10

15.1.4 Copies – Please include:

- One unbound original,
- Six (6) complete copies of the Proposal, and

19.1

ATTACHMENT A

PROPOSER’S CERTIFICATION (RFP 21-004)

I have carefully examined the Request for Proposal, and any other documents accompanying or made a part of this RFP.

I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Proposal on behalf of the organization as its act and deed.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting an RFP for this project; no officer, employee or agent of the City of Fort Walton Beach or of any other proposer interested in said submittal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS: _____

BY: _____

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me on the _____ day of

_____, 2021 by means of ___ physical presence or ___ online

notarization by _____ and _____ in
(Name of Person Acknowledging) (Name of Person Acknowledging)

their representative capacity as _____ and _____ of
(TITLE) (TITLE)

the Operator, who _____ is personally known to me, or _____ has produced

_____ as ID.
(TYPE OF IDENTIFICATION)

My Commission expires

PUBLIC NOTARY - Signature
End of Attachment A

19.2

ATTACHMENT B

ADDENDUM PAGE (RFP 21-004)

The undersigned acknowledges receipt of the following addenda to the Request for Proposals (Give number and date of each):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: _____

BY: _____

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

End of Attachment B

19.5

ATTACHMENT E

REFERENCES – RFP 21-004

Proposer shall submit as a part of the bid package, four (4) business client references with name of the business, address, contact person, and telephone number. **All references shall be for similar products / services that have been delivered / provided within the last five (5) years.**

REGARDING PROPOSER / BIDDER: _____

Name:	Name:
Contact:	Contact:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Name:	Name:
Contact:	Contact:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE SEPTEMBER 30, 2021 – 2026 FINANCIAL STATEMENTS: SUPPORTING SCHEDULE FOR AUDIT SERVICES

21-004 -PRICING SHEET - Include sheet with proposal;
PROPOSER’S NAME:

	HOURS	PROPOSED HOURLY RATES	PROPOSED TOTAL
Partners			
Managers			
Supervisory Staff			
Staff			
Other (specify)			
Other (specify)			
Subtotal			
Other Expenses (specify):			
Total Price for Audit Services			
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Grand Total Price for Audit Services (5 years)			

NOTE: If the proposed hourly rates used to calculate the total all-inclusive price for any contract year are different from contract year 1 rates, provide an index for those years or provide rates for each staff level and each contract year for which there is a change. Also include a statement as to whether those rates will be applicable for any additional professional services which may be requested during those contract years.



15. TECHNICAL PROPOSAL

The following information may assist the Proposer in preparing a response to this solicitation.

a) General Requirements

The proposed evaluation is an initial process to elicit a short list of vendors; with the contract awarded not necessarily to the Vendor of least cost, but rather to the Vendor with the best combination of attributes (i.e., qualifications and experience, technical approach, and cost), based upon the evaluation factors specifically established for this solicitation.

Vendors should provide all information outlined in the Evaluation Criteria to be considered responsive. Proposals will be evaluated based on the responsiveness of the Vendor's information to the Evaluation Criteria which will demonstrate the Vendor's understanding of the Evaluation Criteria and capacity to perform the required services of this Request for Proposals. The maximum points that shall be awarded for each of the Evaluation Criteria are detailed and described below.

As such, the substance of proposals will be evaluated based on what is deemed to be in the best interests of the City, including such factors as bidder's experience and expertise in providing services for municipalities, the clear and creative approach of the proposal, recommendations of entities for which the proposer has previously provided services, the persons assigned to the project by the bidder, and total cost. Cost will not be the sole factor in evaluating bids.

b) Firm Qualifications (20 points):

This section of the proposal should establish the ability of Proposer to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; record of meeting schedules on similar projects; and supportive client references.

Proposer should:

(1) Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size and location of offices; and number of employees, the size of the firm's governmental audit staff.

If the Proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal Auditor should be noted, if applicable.

(2) Provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede Proposer's ability to complete the project.

i. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement, whether that quality control review included a review of specific government engagements.

ii. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with the state or federal regulatory bodies or professional organizations.



iii. The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of North Lauderdale.

(3) Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project.

i. For the firm's office that will be assigned responsibility for the audit, list the most significant engagement (Maximum of five) performed in the last five (5) years that are similar to the engagement described in this Request for Proposal.

ii. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

iii. Identify all current government clients and their fiscal year end date. Identify all government clients for which you will engage as auditor for the fiscal year ending September 30, 2020 and 2021. Provide the number of funds maintained by and the total revenues of the clients for the most recent fiscal year audit.

iv. Prior Engagements with the City of North Lauderdale

v. The firm should list separately all engagements within the last five (5) years, ranked on the basis of total staff hours, for the City of North Lauderdale by type of engagement (i.e. audit management advisory services, other). For each engagement, the firm should indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

vi. The proposal should include sample formats for required reports.

(4) Identify subcontractor(s) by company name, address, contact person, telephone number, project function and planned extent of use of the subcontractor(s). Describe Proposer's experience working with each subcontractor.

(5) Provide as a minimum three (3) references for the projects cited as related experience, and furnish the name, title, address and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed. Proposer may also supply references from other work not cited in this section as related experience. Please do not include the City of North Lauderdale or City of North Lauderdale employees as references.

(6) Provide responses to the following questions:

- i. Has the firm ever missed the CAFR or SEFA deadline due to the fault of the firm or its subcontractor(s)? Please explain.
- ii. Has the firm ever charged additional fees for the completion of audit work due to the failure of the firm or its subcontractors to properly plan and complete the work timely? Please explain.
- iii. Has the firm or one of its subcontractors ever had an audit contract cancelled due to a poor performance issue of the firm or subcontractor? Please explain.



c) Management, Supervisory and Staff Experience (20 points):

This section of the proposal should establish the method which will be used by the Proposer to manage the Scope of Work as well as identify key personnel assigned to the Scope of Work.

Proposer should:

- (1) Provide education, experience, and applicable professional credentials of project staff.
- (2) Furnish brief resumes (not more than one (1) page each) for the proposed Project Manager and other key personnel.
- (3) Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work.
- (4) Include a project organization chart which clearly delineates communication/reporting relationships among the project staff.
- (5) Include a statement that key personnel will be available to the extent proposed for the duration of the project acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written concurrence of City of North Lauderdale.

d) Methodology including Technical Approach and Understanding of the Scope of Services (30 points):

Proposer shall provide a narrative which addresses the Scope of Work and shows Proposer's understanding of City of North Lauderdale's needs and requirements.

Proposer should:

- (1) Describe the approach to completing the tasks specified in the Scope of Services. The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section 5 of this Request for Proposals. In developing the work plan, reference should be made to such sources of information as the City of North Lauderdale's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- I. Proposed segmentation of the engagement.
- II. ii. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- III. Sample size and the extent to which statistical sampling is to be used in the engagement.
- IV. Extent of use of EDP software in the engagement.
- V. Type and extent of analytical procedures to be used in the engagement.
- VI. Approach to be taken to gain and document an understanding of the City of North Lauderdale's internal control structure.
- VII. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- VIII. Approach to be taken in drawing audit samples for purpose of tests of compliance.

- (2) Include an implementation schedule with a final report delivery date and note key project milestones and timelines for deliverables. Identify any assumptions used in developing the schedule.



(3) Include a statement indicating ability to begin work with minimum notice. Proposer may also propose procedural or technical enhancements/innovations to the Scope of Services which do not materially deviate from the objectives or required content of the Scope of services.

e) PRICING (To submit in a separate sealed envelope) (25 points):

Schedule of Compensation

The Proposer shall complete the “Proposal Price Form(s)” as described in Section 17 on a fully-burdened basis, incorporating direct labor costs, indirect cost, and profit.

The Fee Proposal:

- Part 1 should include a total all-inclusive Maximum Price for the 2020-2024 engagement, including hours and rates for scope of services.
- Part 2 should include pricing for Regular Single State and Federal audits, if required, and physical printing of CAFR and special considerations and services.

Rates for Additional Professional Services: If it should become necessary for the City of North Lauderdale to request the Auditor to render any additional services to either supplement the services requested in this Request for Proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of North Lauderdale and the firm. Any such additional work agreed to between the City of North Lauderdale and the firm shall be performed at the same rates, set forth in the schedule of fees and expenses included in the Required Forms section of this solicitation.

The proposals response with the lowest proposed grand total amount being offered will receive twenty-five (25) points. The second lowest proposed amount will be divided into the low proposed amount and multiplied by twenty-five (25) to arrive at a point total, and so on for the other proposals.

(Example is as follows: If the lowest proposed amount is: \$50,000, they will receive 25 points, if the second is: \$60,000 the calculation is as follows: $\$50,000 / \$60,000 \times 25 = 21$ points)

(Remainder of Page Intentionally Left Blank)



16. **PROPOSAL SUBMISSION REQUIREMENTS**

To facilitate the analysis of responses to this solicitation, Proposers are required to prepare their submittal in accordance with the instructions outlined in this section. Proposers should assume that the City has had no previous knowledge of their products, services or capabilities. Emphasis should be placed on clear, complete presentation of factual information. All sections of the proposal should be prepared and submitted in a straight forward, economical manner. Expensive binding, elaborate artwork, or other embellishments that improve a proposal's appearance without affecting its content are discouraged. Proposers are not to make any reference to information they submitted in previous proposals or quotes submitted to the City. Proposers must respond in full to all solicitation sections and follow the indicated format (section numbering, and similar matters) in their submittal. Failure to follow these instructions may result in rejection of the submittal.

A. **Tab A**

a) **Title Page**

Title Page showing the Request for Proposals' subject, the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

b) **Table of Contents**

c) **Transmittal Letter**

A signed letter of transmittal briefly stating the Proposer's understanding of the work to be done, the commitment to perform and work within the time period, a statement of why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days from the date of the Proposal opening.

d) **Detailed Proposal**

The detailed proposal should address all the points outlined in the Request for Proposal as outlined in Sections 8-15.

B. **Tab B**

See Submittal Forms Checklist in Section 20.

SUBMISSION COPIES

Submit sealed proposals, one (1) original, five (5) copies, and one (1) single PDF file on a flash drive, addressed to the Purchasing Division of the City of North Lauderdale, Broward County, Florida. Each envelope should bear the following information:

- Proposer's Name and Return Address
- Solicitation Number (RFP #20-03-320)
- Title of Solicitation (Financial Audit Services)
- Solicitation Due Date & Time (**April 6, 2020 at 10:00 AM**)

Although methods and means are always the responsibility of a contractor, bidders shall describe their techniques, equipment and sequencing of their operations with their bids. In determining, the lowest responsive and responsible bidder, experience of providing similar services will be used in the evaluation of bids by the City. Failure to submit the above requested information may be cause for rejection of your bid.



17. PROPOSAL PRICE FORM

This solicitation uses a Proposal Price Form(s) in the format of a Microsoft Excel spreadsheet available as an attachment via DemandStar (www.demandstar.com) and on the City website (www.nlauderdale.org).

Complete the Proposal Price Form(s) by inserting **Vendor's Name, Address and Contact Information** in the appropriate fields. This form has been designed to allow only the entry of requested information in the unlocked fields. For accuracy and convenience, the total will be calculated automatically. Recheck your entries prior to submission to ensure correct totals.

Once complete, print and click "SAVE AS" to save the file and include on your electronic submission of your proposal, flash drive (provided by proposer). **The electronic version (on the USB flash drive) and hard copies should be submitted with your solicitation response.**

If you need assistance in obtaining or completing the Proposal Price Form, you may contact the Purchasing Division at (954) 597-4718.

18. EVALUATION OF PROPOSALS

The City Commission will designate an Evaluation Committee in accordance with Florida Statute Section 218.391 - Auditor Selection Procedures. The Evaluation Committee shall review and evaluate the proposals received in response to this solicitation. The Evaluation Committee will be responsible for selecting the most qualified firm contract with for the services described in this solicitation. The Evaluation Committee may be comprised of any combination of City Commissioners, consultants, residents, or other non-city persons, all of whom have the appropriate experience and knowledge relating to the services sought by this solicitation, while striving to ensure a well-balanced committee. The Purchasing Division will review each response and provide information to the Evaluation Committee of the completeness of each response. A responsive proposal is one which follows the requirements of the solicitation, includes all documentation, is submitted in the format outlined in the solicitation, is of timely submission, and has the appropriate signatures as required on each document. **FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY RESULT IN A RESPONSE BEING DEEMED NON-RESPONSIVE BY THE EVALUATION COMMITTEE.**

Each firm should submit the requested documents with their response that evidence capability to provide the services required for Evaluation Committee review for short-listing purposes. The weighted scoring criteria for selection contained below in this solicitation, shall be the basis of selection. No fewer than three (3) firms will be short-listed by the Evaluation Committee for discussion and possibly public presentations. The Evaluation Committee shall have the option to request additional information resulting from such presentations. The Evaluation Committee will rank order at least three (3) firms and the Evaluation Committee Chair will present the Evaluation Committee's recommendation to the City Commission for final approval. Subsequently, the City will proceed to enter into an Agreement for the services. A form Agreement is attached hereto for informational purposes.



19. EVALUATION CRITERIA

The scoring of the responses by the Evaluation Committee will be based on a point total and not a percentage factor. The Evaluation Committee will evaluate and rank the proposals received on the basis of the criteria and available points indicated below.

Evaluation Criteria	Maximum Points
A - TECHNICAL PROPOSAL	
Qualifications and Experience	
Firm Qualifications (past experience and performance on comparable government engagements). See section 150 (b)	20
Management, Supervisory and Staff Experience. The quality, expertise and experience of the firm's professional personnel to be assigned to the engagement and the ability to provide the required services. See section 15 (c)	20
Methodology including Technical Approach and Understanding the Scope of Services. See section 15 (d)	
Adequacy of proposed staffing plan for various segments of the engagement, including supervision and involvement of experienced personnel.	10
Adequacy of sampling techniques and audit work plan	10
Adequacy of analytical and substantive procedures	10
B - PRICING (Submit in a separate sealed envelope)	
Rates and Expenses.	25
C - Local Vendor Preference (5 Points-North Lauderdale business; 2.5 Points-Broward business)	5
Total Maximum Points	100

Each Evaluation Factor will be rated and assigned points using the scoring guide below.

Scoring Guide:

- 0% of available points - No Response
- 50% of available points - Marginal
- 70% of available points - Acceptable
- 85% of available points - Exceeds Acceptable
- 100% of available points - Outstanding in all Respects

CONTACT WITH ANY PERSONNEL OR ELECTED OFFICIAL OF THE CITY OF NORTH LAUDERDALE, OTHER THAN THE PERSON DESIGNATED ON PAGE 2 OF THIS SOLICITATION, DURING THE SOLICITATION, EVALUATION AND AWARD PROCESS REGARDING THIS SOLICITATION MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.



20. **SUBMITTAL CHECKLIST**

In order to assure that your response complies with requirements, the following items (forms and documentation) are required. Please verify that the following items are included in your response submission. Additional or supporting forms/items may be required under the terms of this solicitation specifically for each responder. It is the responder's responsibility to read and understand all provisions.

Include this completed checklist to verify that the referenced content is included in the submission.

Failure to fully complete and return the required forms/documentation in solicitation submission may result in bid being deemed non-responsive and not considered for award.

- All items required in Section 16
- One (1) Original Proposal (mark for differentiation)
- Five (5) Copies of Proposal (mark for differentiation)
- One (1) Electronic Copy of Proposal on **Flash Drive** (CDs will not be accepted)
- Acknowledgment & Contact Summary Form
- Addenda Acknowledgment Form
- Proposal Price Form(s)
- Client References
- Reference Check Surveys (for each Reference provided)
- Qualification Statement – 4 Pages
- Public Entity Crimes Form – 3 Pages
- Non-Collusive Affidavit – 2 Pages
- Offeror's Certification
- Scrutinized Vendor Certification – 2 Pages
- Local Vendor Preference Form – 2 Pages
- Proof of Required Insurances
- Proof of Required Licenses and/or Certifications

Please check www.demandstar.com or City website for addenda and changes before submitting final proposal

Select Year: 2021

The 2021 Florida Statutes

[Title XIV](#)
TAXATION AND
FINANCE

[Chapter 218](#)
FINANCIAL MATTERS PERTAINING TO POLITICAL
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218.391 Auditor selection procedures. –

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. [218.39](#).

(2) The governing body of a county, municipality, special district, district school board, charter school, or charter technical career center shall establish an auditor selection committee.

(a) The auditor selection committee for a county must, at a minimum, consist of each of the county officers elected pursuant to the county charter or s. 1(d), Art. VIII of the State Constitution or their respective designees and one member of the board of county commissioners or its designee.

(b) The auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center must consist of at least three members. One member of the auditor selection committee must be a member of the governing body of an entity specified in this paragraph, who shall serve as the chair of the committee.

(c) An employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may not serve as a member of an auditor selection committee established under this subsection; however, an employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may serve in an advisory capacity.

(d) The primary purpose of the auditor selection committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. [218.39](#); however, the committee may serve other audit oversight purposes as determined by the entity's governing body. The public may not be excluded from the proceedings under this section.

(3) The auditor selection committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to paragraph (a). If

fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the auditor selection committee, and negotiate a contract, using one of the following methods:

(a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm.

Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.

(b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.

(d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.

(5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. 218.39 and the needs of the governing body.

(6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.

(7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services.

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.

(c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

(8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.

(9) If the entity fails to select the auditor in accordance with the requirements of subsections (3)-(6), the entity must again perform the auditor selection process in accordance with this section to select an auditor to conduct audits for subsequent fiscal years.

History.—s. 65, ch. 2001-266; s. 1, ch. 2005-32; s. 15, ch. 2019-15.