



## **Request for Proposal**

### **For Audit Services**

**Issue Date: March 1, 2019**

#### **IMPORTANT**

The deadline for receipt for a proposal by Bayshore Fire Protection & Rescue Service District

(The District):

4:00p.m. April 1<sup>st</sup>, 2019

Proposals received after 04/01/2019 4:00 PM will not be considered.

The Bayshore Fire Protection & Rescue Service District (The District) invites proposals from qualified Certified Public Accounting firms, licensed in the State of Florida, to provide Audit Services for the fiscal year ending September 30, 2019. The base term shall be for three (3) years, with the option to renew on a year-by-year basis for two (2) additional years. Qualified CPA firms must demonstrate extensive experience auditing government agencies and Independent Special Districts.

Seven (7) copies to include two (2) signed originals and one electronic copy on a thumb drive or e-mailed to [tsharp@bayshorefire.org](mailto:tsharp@bayshorefire.org) of the proposal must be received no later than 4:00 p.m. on April 1, 2019. Proposals will be distributed to the selection committee with the regular board meeting packet for the April 9, 2019 meeting. The selection committee will review all proposals and will determine at the May meeting which, if any, will be asked to make a presentation to the Board at the June 11, 2019 meeting at 7:00pm. If your presentation is requested you will be notified by May 15, 2019. It is the Board's objective to make the final determination in time for the budget process which begins in September 2019. No Board meeting is held in July.

Responses shall be labeled "RFP for Auditing Services" and delivered to:

Bayshore Fire Protection  
& Rescue Service District  
17350 Nalle Rd.  
N. Ft. Myers, FL 33917

FOR INFORMATION, CONTACT:

Theresa Sharp, CDM  
Office Manager  
239-543-3443  
E-Mail [tsharp@bayshorefire.org](mailto:tsharp@bayshorefire.org)

Questions and comments must be received no later than March 15, 2019 at 4:00pm. Proposers, their agents and associates shall not contact or solicit any Bayshore Fire Rescue employee or Board Member regarding this RFP during any phase of this RFP. Failure to comply with this provision may result in disqualification of the Proposer, at the option of the Selection Committee. Only that individual listed, as the contact person in the proposal, shall be contacted.

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Appendix A – Bayshore Fire Protection & Rescue Service District Organizational Chart

## I. INSTRUCTIONS

PROPOSALS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED RESPONSIVE TO THE RFP.

### A. PROPOSAL FORM DELIVERY REQUIREMENTS

Proposals received after the stated time and date shall not be considered. It shall be the responsibility of the proposer to have their proposal delivered to Bayshore Fire Rescue for receipt on or before the stated time and date.

If proposals are sent via U.S. Mail, the proposer shall be responsible for its timely delivery to the fire District's office. Proposals delayed by the U.S. mail or other carrier shall not be considered and arrangements shall be made for their return at the proposer's request and expense.

### B. CLARIFICATION & ADDENDA

Each proposer shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made through the Office Manager Theresa Sharp. Bayshore Fire Protection & Rescue Service District and its Board Members/Selection Committee shall not be responsible for oral interpretations given by any fire District employee or Board Member. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

### C. SEALED & MARKED

Seven (7) copies to include two (2) signed originals and one electronic copy (electronic copy may be submitted either via e-mail or included in your submission packet on flash drive) of your proposal shall be submitted in a sealed package, clearly marked in the lower left-hand corner with the following information:

RFP PROPOSAL For Audit Services

addressed to:

Bayshore Fire Protection  
& Rescue Service District  
17350 Nalle Rd.  
N. Ft. Myers, FL 33917

### D. LEGAL NAME

Proposals shall clearly indicate the legal name, address, email address and telephone number of the proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

#### E. PROPOSAL EXPENSES

All expenses for making proposals are to be borne by the proposer.

F. DISCLOSURE Upon receipt, responses become "Public Records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

G. RESERVED RIGHTS Bayshore Fire Protection & Rescue Service District (the District) reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any singular response received by the submission date may or may not be rejected by The District, depending on available competition and timely needs of The District. The District reserves the right to award the contract to the proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the District. The Board shall be the final determining entity of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the District reserves the right to make such investigation or to request clarifications, as it deems necessary to determine the ability of any proposer to perform the work or service requested. The proposer shall provide information the District deems necessary to make this determination. Such information may include, but shall not be limited to current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

#### H. APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of the District will apply to any resulting agreement. Any involvement with the District procurement shall be in accordance with the District Procurement Policy, as amended. Any actual or prospective proposer who is aggrieved in connection with the solicitation or award of a contract may protest to the District in compliance with Florida Statutes 120.57(3), and Rule 60A1-1.006(6) Florida Administrative Code. A protest with respect to this RFP shall be submitted in writing prior to the scheduled opening date of this proposal, unless the aggrieved person did not know and could not have been reasonably expected to have knowledge of the facts giving rise to such protest prior to the scheduled opening date of this proposal. The written protest shall be submitted within three working days after publishing the Notice of Award. A formal written protest must be filed within three (3) business days of the District's action. "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes."

Any person whose bid or proposal is rejected, in whole or in part, or who submits a formal bid or proposal but is not awarded the contract may protest such decision, but only strict compliance with this section. Failure to follow the protest procedures requirement within and the time frames as prescribed herein shall constitute a waiver of your protest and any resulting claims. "Decisions" are posted on The

District website. Bidders are solely responsible to check for information regarding the solicitation. [www.bayshorefire.org](http://www.bayshorefire.org) . In order to preserve your right to protest, an aggrieved bidder must file a written "Notice of Intent to File a Protest" with The District Manager by 4:00 PM on the third (3) working day after the decision affecting their bid or potential bid is posted on The District's website.

#### I. CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the State of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for the District.

#### J. COLLUSION

By offering a submission to this RFP the proposer certifies that he/she has not divulged to, discussed or compared his/her proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

1. Any data submitted has been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such data, with any other proposer or with any competitor;
2. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
3. The only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
4. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or established commercial agencies maintained by the proposer for the purpose of doing business.

#### K. SUBCONTRACTING/JOINT PROPOSALS

If subcontracting or joint proposals are to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of THE DISTRICT.

## L. PROPOSAL TERM

The Proposal shall remain in effect for three (3) years, with the option to renew on a year-by-year basis for two (2) additional years, with the approval of the District and the vendor.

No proposal may be withdrawn and all proposed prices shall remain firm for a period of one hundred eighty (180) days after the proposal deadline.

### 1. Termination for Default

Should the contractor default under the terms of the contract, which incorporates the RFP requirements, such default will be determined at the sole discretion of the District who will give the Contractor written notice, and the Contractor will have (10) calendar days from the date of notice to correct the default. If the Contractor fails to correct the default within the period specified in the written notice, the District will have the right to notify the Contractor in writing of the termination of the contract. In addition, the District may report the default to other entities that may have an interest in the solicitation activities of the District.

### 2. Termination for Convenience

The District by written notice may terminate the contract in whole or in part when the District determines in its sole discretion that it is in the District's interest to do so. The Proposer/Offeror shall not furnish the product after it receives the notice of termination, except as necessary to complete the continued portion of the contract if any product after it receives the notice.

### 3. Termination for Cause

The District may terminate the contract if the Proposer/Offeror fails to (1) deliver the product within the time specified in the contract or any extension, (2) maintain adequate progress, thus endangering performance of the contract, (3) honor any term of the contract, or (4) abide by any statutory, regulatory, or licensing requirement. Florida Administrative Code (FAC) 60A-1.006 (3), governs the procedure and consequences of default. The Proposer/Offeror shall continue work on any work not terminated. Except for defaults of subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Proposer/Offeror and the subcontractor, and without the fault of negligence of either, the Proposer/Offeror shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for them to meet the required delivery schedule. If after termination, it is determined that the Proposer/Offeror was not in default, or the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the District. The rights and remedies of the District in the clause are in addition to any other rights and remedies provided by law or under the contract.

If the awarded contract is terminated or cancelled within the first year of the contract period, The District may elect to negotiate and award the contract to the next ranked proposer or to issue a new RFP, whichever is determined to be in the best interest of The District.

#### M. LOBBYING

Proposers, their agents and associates shall not contact or solicit any District employee, or official regarding this RFP during any phase of this RFP. Failure to comply with this provision may result in disqualification of the proposer, at the option of the District. Only that individual listed as the contact person in the specifications shall be contacted.

#### N. PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or vendor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

#### O. EQUAL EMPLOYMENT OPPORTUNITY

The District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

#### P. AMERICANS WITH DISABILITIES ACT

The District does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein, should contact the person named on the first page of this document at least twenty-four (24) hours in advance of the activity.



## Q. INSURANCE REQUIREMENTS

The successful vendor, prior to the signing of a contract and before starting any work on this project, and depending on the scope of services, the following insurance may be required at the time of contract:

The vendor shall procure and maintain, and require each joint vendor and/or sub vendor and/or subcontractor to procure and maintain, during the life of this project, the insurance coverage listed below. The policies of insurance shall be primary and written on forms acceptable to the DISTRICT and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial A.M. Best & Company rating of no less than Excellent: VII.

### 1. Worker's Compensation

Provide Worker's Compensation Insurance on behalf of all employees who are to provide a service for this project, as required under Florida Laws Chapter 440 and Employers Liability of limits no less than:

\$100,000 each accident \$500,000 disease- policy limit \$100,000 disease- each employee

### 2. Commercial General liability

This includes but is not limited to bodily injury, property damage and personal injury with limits of not less than:

\$1,000,000 combined single limit per occurrence \$1,000,000 per location aggregate covering all work performed for this project.

### 3. Automobile liability

This is to include bodily injury, property damage liability for all vehicles owned, hired, leased and non-owned with limits of not less than \$1,000,000 combined single limit covering all work performed for this project.

### 4. Umbrella liability

This is to include the Employers Liability, General Liability and Automobile Liability in underlying policy schedule, with limits of not less than \$2,000,000.

### 5. Professional liability

This is to include limits of not less than \$1,000,000 for professional services rendered in accordance with this project. The vendor shall maintain such insurance for at least two (2) years from the termination of this project.

R. INDEMNIFICATION The Vendor shall pay on behalf of or indemnify and hold harmless the District, its employees, officers, agents and volunteers from and against any and all claims, actions, damages, fees, fines, penalties, defense costs (including attorneys' fees and court costs, whether such fees and costs are incurred in negotiations, collection of attorneys' fees or at the trial level or on appeal), suits or liabilities which may arise out of any actual or alleged negligent act, error, omission, or default of the

Vendor (or Vendor's officers, employees, agents, volunteers and subcontractors, if any) performance or failure to perform under the terms of this contract. This indemnification and hold harmless agreement shall survive the termination or expiration of this agreement.

## II. Scope of Services Required

### A. GENERAL

The District is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2019. The base term shall be three (3) years, with the option to renew on a year-by-year basis for two (2) additional fiscal years. These audits are to be performed in accordance with the provisions contained in this RFP.

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of the State of Florida or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial and compliance audit of the District.

### B. SERVICES TO BE PERFORMED

The District desires the auditor to express an opinion on the fair presentation of its general-purpose financial statements in conformity with generally accepted accounting principles.

Management letter in accordance with the Rules of the Auditor General of the State of Florida. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards. The auditor should also be prepared to supply the final accepted Financial Statements/Audit hard copy or electronic as required by Florida law and Auditor General.

### C. AUDITING STANDARDS TO BE FOLLOWED

To meet the requirements of this RFP, the audit shall be performed in accordance with: generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act Amendments of 1996, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as well as all applicable State requirements including Section 218.39, Florida Statutes; the Florida Single Audit Act (Section 215.97, Florida Statutes); Chapter 270-1, Rules of the Executive Office of the Governor, Florida Administrative Code; and State of Florida Auditor General Rules 10.550.

### D. REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue all reports and statements as required by the then current Government Auditing Standards to include the following:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.
3. Management letter in accordance with the Rules of the Auditor General of the State of Florida

In the required reports on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on internal controls.

The reports on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the reports on compliance.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Chairman and the Board.

Auditors shall assure themselves that the District is informed of each of the following:

- a) The auditor's responsibility under generally accepted auditing standards.
- b) Significant accounting policies.
- c) Management judgments and accounting estimates.
- d) Significant audit adjustments.
- e) Other information in documents containing audited financial statements.
- f) Disagreements with management.
- g) Management consultation with other accountants.
- h) Major issues discussed with management prior to retention.
- i) Difficulties encountered in performing the audit.

#### E. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the District 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:

1. Parties designated by the Federal or State governments or by the District as part of an audit quality review process.
2. Auditors of entities of which the District is a direct or indirect recipient or sub-recipient of grant funds.

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.

### III. Description of the District

#### A. CONTACT PERSONS

The successful vendor's principal contact with the District will be Theresa Sharp, Office Manager, or a designated representative, who will coordinate the assistance to be provided by the District to the auditor.

#### B. BACKGROUND INFORMATION

The accounts of the District are maintained in accordance with the principles of fund accounting to assure observance of limitations or restrictions placed on the use of available resources. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, and fund equity, revenues and expenditures of the District. Government resources are allocated to, and accounted for in individual funds, based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The District utilizes two funds; the General Fund and the Impact Fee Fund. The District utilizes a desktop computerized accounting system (QuickBooks Pro) including a general ledger and accounts payable journal. The DISTRICT employees and related liabilities are paid through QuickBooks Payroll module and the District files its own tax reports in the form of 941, RT-6, W-2, W-3, 1099 and 1096. The District staff are members of the Florida Retirement System (FRS) and the District utilizes an actuary for its Other Post-Employment Benefits (OPEB) calculations. The District does not currently receive grant money sufficient to trigger Single Audit.

The District has been audited for the fiscal year ended September 30, 2018. Audits for the previous years are on file in the District's office. The 2017 audited financial statements are published on the District's web site, [www.bayshorefire.org](http://www.bayshorefire.org). The 2018 audit has not yet been presented but will be available on the District's website once it is accepted by the Board.

The District's organizational chart can be found in Appendix A.

#### C. AVAILABILITY OF PRIOR AUDIT REPORTS AND WORKING PAPERS

Interested proposers who wish to review prior years' audit reports and management letters should visit the District's website at [www.bayshorefire.org](http://www.bayshorefire.org).

IV. Time Requirements

A. NOTIFICATION AND CONTRACT DATES

- Advertise and Issue RFP.....March 1, 2019
- Q&A (please email [tsharp@bayshorefire.org](mailto:tsharp@bayshorefire.org)) .....March 1 through March 15, 2019 4:00pm
- Proposal Submission Deadline.....April 1, 2019 4 p.m.
- Proposals to Selection Committee..... April 5, 2019
- Deadline for Committee Rating..... August 11, 2015
- Selection Committee Meeting to Short list vendors.....May 7, 2019 (Board Meeting)
- Notification to short list vendors.....May 8 through May 15, 2019
- Presentations from shortlisted vendors.....June 11, 2019 7:00p.m.
- Selection Committee Determination of Award.....TBD (target by September 1, 2019)
- Posting of Recommended Award.....TBD (Posting will appear on [www.bayshorefire.org](http://www.bayshorefire.org))

B. SCHEDULE FOR THE 2019 FISCAL YEAR END AUDIT

(A similar schedule will be developed for audits of future fiscal years)

The auditor shall complete/submit to the Office Manager, each of the following no later than the dates indicated:

- Audit Planning/Assistance Letter.....September 30, 2019
- Detailed Audit Plan/  
List of required schedules to be prepared by the District.....September 30, 2019
- Fieldwork.....October 21 through 31, 2019 (apx. 3 days)
- Draft Reports and Draft Recommendations.....December 18 (without GASB for FRS if unavail)
- Rough Final Draft collaboration with all req. sched.....January 15, 2020
- Board Presentation/Exit Interview..... February 11, 2020

## V. Assistance to be Provided to the Auditor and Report Preparation

## A. FINANCE DEPARTMENT AND CLERICAL ASSISTANCE

Theresa Sharp, Office Manager will be available during the audit to assist the firm by providing information, documentation and explanations. The Fire Chief Larry Nisbet will be available as the Key Representative of the District to answer higher level inquisitions for the District as needed and address any concerns.

## B. WORK AREA, INTERNET, TELEPHONES, PHOTCOPYING AND FAX.

The DISTRICT will provide the auditors with reasonable work space, desks/table and chairs. The auditor will also be provided with access to a telephone line, internet, photocopying and FAX machine.

## VI. Proposal Requirements

## A. OVERALL CONTENT OF PROPOSAL

The following material is required to be included within the proposal package:

1. Cover Letter - showing the RFP subject, the legal name, address, email address and telephone number of the proposer (company, firm, partnership, individual). The cover letter shall contain the name, address, email address and telephone number of a contact person. The cover letter must be signed and dated by the person who has authority to bind the proposing firm to the submitted proposal.
2. Table of Contents - cross-referenced to proposal requirements, Section VI.
3. Detailed Proposal - Firms not addressing the specific points will be denied further consideration.
4. Cost - include rate schedule for required manpower, variable, and overhead costs.

## B. TECHNICAL PROPOSAL

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of The District in conformity with the requirements of this RFP. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the RFP requirements.

The technical proposal should address all the points outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional data may be presented, the following subjects described in item Nos. 1 and 2 below, must be included. They represent the criteria against which the proposal will be evaluated.

## 1. Mandatory Elements

### a) Independence

The firm should provide an affirmative statement that it is independent of the District as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards.

The firm should also list and describe the firm's (or proposed subcontractor's) professional relationships involving the District or any of its agencies or component units for the past 5 years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performance of the proposed audit.

In addition, the firm shall give the District written notice of any professional relationships entered into during the period of this agreement.

### b) License to Practice in Florida

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in Florida.

### c) Continuing Professional Education Required under Government Auditing Standards

The firm should provide an affirmative statement that all professional personnel have received adequate continuing professional education, as required under Government Auditing Standards, within the preceding two years.

### d) Quality Control Review

The firm is 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.

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 state regulatory bodies or professional organizations.

### e) Cost of Services

The proposer shall provide firm fixed costs for completing the scope of services listed as set forth below. Providers should provide costs for all fiscal years listed.

Audit without Single Audits for Fiscal Year Ending 2019, 2020 and 2021 with option for years 2022 and 2023

State & Federal Single Audits (None currently required) & Data Collection Form (as required)

Additional services outside the scope of the audit shall be rendered at the rate of \$ \_\_\_\_\_ per hour and billed monthly.

## 2. Technical Qualifications

Expertise and Experience: Qualified firms must demonstrate extensive experience auditing government agencies and/or independent special districts.

### a) Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed. Also provide the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

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.

### b) Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this RFP. 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. These individuals may be contacted by the District to provide references.

The firm should list separately all engagements within the last five years, ranked on the basis of total staff hours, for the District 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.

### c) Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists who would be assigned to the engagement and indicate whether each such person is registered/licensed to practice as a certified public accountant in Florida. The firm also should provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past two (2) years and membership in professional organizations relevant to the performance of this audit.

The firm should provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should indicate how the quality of staff over the term of the agreement will be assured.



Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this RFP can only be changed with the express prior written permission of the District, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

#### d) Specific Audit Approach

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 II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the District 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:

- 1) Proposed segmentation of the engagement; level of staff and number of hours to be assigned to each proposed segment of the engagement.
- 2) Approach to be taken to gain and document an understanding of the District internal control structure; and type and extent of analytical procedures to be used in the engagement.
- 3) Sample sizes and the extent to which statistical sampling is to be used in the engagement; and approach to be taken in drawing audit samples for purposes of tests of compliance.
- 4) Identification of Anticipated Potential Audit Problems 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 District.
- 5) Report Format The proposal should include sample formats for required auditors' reports.

### VII. Evaluation Procedures

#### A. AUDITOR SELECTION COMMITTEE

Submitted proposals will be evaluated by the Audit Committee/members of the Board.

#### B: EVALUATION CRITERIA

Proposals will be evaluated using two sets of criteria, described in Section VI-B. Firms meeting the Mandatory Elements will have their proposals evaluated for Technical Qualifications. The following represent the principal selection criteria, which will be considered during the evaluation process.

## 1. Mandatory Elements

a) The audit firm is independent and has no conflict of interest with regard to any other work performed by the firm for the District. b) The audit firm is licensed to practice in Florida. c) The audit firm's professional personnel have received adequate continuing professional education within the preceding two years. d) The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work. e) The firm adheres to the instructions in this RFP on preparing and submitting the proposal. f) The firm submits pricing as required.

## 2. Technical Qualifications

### a) Expertise and Experience

(1) The firm's qualifications and experience. (2) The firm's past experience and performance on comparable government engagements, including independent special districts. (3) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation. (4) Adequacy of Audit Approach, including proposed staffing plan for various segments of the engagement, internal control assessment, analytical procedures, and sampling techniques.

## 3. Cost of Services

### C. EVALUATION OF TECHNICAL QUALIFICATIONS, SECTION VI.2

Proposals submitted will be evaluated on:

1. The firm's technical experience with local government units.
2. The professional competence of the audit staff.
3. The cost of the audit, including availability of local firm or local contact.
4. Other evaluation factors as indicated throughout this Request for Proposals as may be deemed reasonable during the interview process.
5. Results of interviews of Proposers, either in person or by telephone, if deemed appropriate by members of the Auditor Selection Committee.

### C. ORAL PRESENTATIONS

During the evaluation process, the Selection Committee may, at its discretion, request any or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

It is anticipated that a firm will be selected by September 1, 2019. Following notification of the firm selected, it is expected a contract will be executed between both parties.

## Bayshore Fire Protection & Rescue Service District Organizational Chart

