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**CITY OF  
FRUITLAND PARK, FLORIDA**



**REQUEST FOR PROPOSALS  
FOR AUDITING SERVICES**

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LEGAL ADVERTISEMENT  
Request for Proposals  
Auditing Services  
City of Fruitland Park, Florida

Sealed proposals will be accepted for REQUEST FOR PROPOSALS (RFP), AUDITING SERVICES, no later than 2:00 P.M., local time, on January 6, 2017. Proposals received after that time will not be accepted or considered, and will be returned unopened. No exceptions will be made. The City reserves the right to reject any and all proposals and waive informalities.

The City of Fruitland Park, Florida, in conformance with Florida Statutes, Section 218.391 (Auditor Selection Procedures), and the policies and procedures of the City of Fruitland Park (City) is soliciting proposals from Certified Public Accounting Firms with Governmental Accounting experience to submit a response to our RFP to provide Independent Financial Auditing Services in accordance to the RFP documents. The fiscal years ended September 30, 2016, 2017, and 2018 with the option to renew on a year-by-year basis for three (3) additional years will be included in this RFP. The firm must be duly licensed under Florida Statutes, Chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

Each respondent shall submit four (4) **copies** of the required proposal documents, in a sealed envelope plainly marked on the outside with, **“RFP for Auditing Services” with the respondent’s name**. Proposals will be received by Esther Coulson, City Clerk, City of Fruitland Park, 506 W. Berckman St., Fruitland Park, FL 34731. Proposals will be publicly opened and read aloud in the City Commission Chambers, 506 W. Berckman St., Fruitland Park, FL on the above-appointed date at 2:01 PM, local time, or as soon thereafter as possible.

**On December 16, 2016 at 10:00 a.m. there will be a Pre-Proposal Meeting and Site Visit in the Fruitland Park Commission Chambers, 506 W. Berckman St., Fruitland Park, FL for any who are interested.**

Interested Firms may secure a copy of the documents from Esther Coulson, City Clerk, at 506 W. Berckman St., Fruitland Park, FL 34731, phone number 352-360-6790.

To ensure fair consideration for all respondents to this RFP, firms interested in providing the required services may be disqualified if they have contacts during the submission or selection process with the Mayor, City Commissioners, or any City staff. All questions must be asked at the Pre-Proposal Meeting on December 16, 2016. Questions after the Pre-Proposal should be submitted to the City Clerk as a Public Records Request.

Award of Contract: The City reserves the right to waive technicalities or irregularities, reject any or all proposals, and/or accept that proposal that is in the best interest of the City, price, qualifications and other factors taken into consideration. The City reserves the right to award the contract to the respondent, which, in the sole discretion of the City, is the most responsive and responsible proposer, price, qualifications and other factors considered.

Pursuant to Section 287.133(2)(a), Florida Statutes, interested individuals or firms who have been placed on the convicted vendor list following a conviction for public entity crimes may not submit

a Proposal on a contract to provide services for a public entity, may not be awarded a consultant contract and may not transact business with a public entity for services, the value of which exceeds CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**No fax or electronic submissions will be accepted.**

Esther Coulson, City Clerk

City of Fruitland Park, Florida  
Request for Proposals  
For Auditing Services

The Audit Committee of The City of Fruitland Park, Florida (the City) is soliciting proposals from qualified certified public accounting firms (the Firm) duly licensed under chapter 473, *Florida Statutes*, to provide comprehensive financial auditing services. The City will contract for auditing services for the fiscal years ending September 30, 2016, 2017, and 2018, with the option to renew on a year-by-year basis for three (3) additional years.

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

1. Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants;
2. The standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards* (2011 Revision);
3. The provisions of the Federal Single Audit Act of 1984 (as amended in 1996 and subsequently);
4. The Florida Single Audit Act;
5. The provisions of U.S. Office of Management and Budget (OMB) Circular A-133;
6. Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments (Revised) –AICPA;
7. Section 11.45, Florida Statutes;
8. State of Florida Department of Banking and Finance Regulations;
9. Rules adopted by the State of Florida Auditor General for form and content of governmental unit audits;
10. Any other applicable Federal, State and local laws or regulations.

Any updates of, or amendments to, these described auditing standards are to be incorporated in future audits performed by the selected auditor performing auditing engagements for the City in future fiscal years.

## I. GENERAL INFORMATION

- A. Responses to this Request for Proposals (RFP) must be received no later than **2:00 P.M., local time, January 6, 2017**, at the following address:

Esther Coulson, City Clerk  
City of Fruitland Park  
509 W. Berckman St  
Fruitland Park, Florida 34731

Proposals should be in the form of **four (4)** signed copies sealed in one package and clearly marked on the outside “RFP for Auditing Services” with the Firm’s name. Any proposals received after this deadline will be returned to the submitting firm unopened. It shall be the sole responsibility of the proposer to have their proposal delivered to the City Clerk’s office, 506 W. Berckman St., Fruitland Park, FL 34731 for receipt on or before the above stated time and date. If a proposal is sent by U.S. Mail or courier service, the proposer shall be responsible for its timely delivery. Proposals delayed by mail or courier service shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposers request and expense. “Postage Due” items will not be accepted. Expenses incurred in submitting this proposal will not be reimbursed by the City and these costs should not be included in the fees charged by the contracted firm.

Proposals or any information transmitted by fax or e-mail will not be accepted.

Proposals will be publicly opened in the City Commission Chambers, 506 W. Berckman St., Fruitland Park, FL, on the above-appointed date at 2:01 PM, local time, or as soon thereafter as possible. All proposers or their representatives are invited to be present.

No proposal may be withdrawn and all proposed prices shall remain firm for a period of ninety (90) days after the time and date scheduled for the proposal deadline.

The City reserves the right to accept or reject any or all proposals, to waive informalities or irregularities, to request clarification of information submitted in any proposal, or to re-advertise for new proposals. The City may accept any item or group of items of any proposal.

The City will award a contract, in its absolute and sole discretion, to the most responsible and responsive proposer whose proposal, in the City’s opinion, will be most advantageous to the City, price and other factors considered. The City reserves the right, to aid it in determining which proposal is responsible, to require a proposer to submit such evidence of qualifications as the City may deem necessary, and may consider any evidence available to the City of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with the City and others. The City Commission shall be the final authority in the award of any and all proposals.

B. Any requests for clarification or correction regarding this RFP should be reduced to writing and be received no later than December 16, 2016. Any response by the City to a request for clarification or correction will be made in the form of a written addendum. All parties to whom the RFP package has been issued by the Town Clerk will receive any addenda issued. It will be mailed, e-mailed or faxed by the issuing party of the RFP documents. Every attempt will be made to notify all prospective proposers who have requested an RFP package of any addenda issued. However, it shall be the responsibility of each proposer, prior to submitting the proposal, to contact the City Clerk at 352-360-6790 to determine if addenda were issued and to make such addenda a part of the proposal. The City reserves the right to issue addenda concerning clarifications or corrections at any time up to the date and time set for proposal submission. Only interpretations or corrections provided by written addenda shall be binding on the City. Proposers are cautioned that any other source by which a proposer receives information concerning, explaining, or interpreting the RFP documents shall not bind the City. Proposers shall not contact other City staff or other City consultants for information (except for the pre-proposal meeting and site visit) before the award date. Any contact with any other member of the City Staff, City Commission, or its agents (except for the pre-proposal meeting and site visit) during this time period may be grounds for disqualification. Questions or concerns should be addressed to:

Esther Coulson, City Clerk  
City of Fruitland Park  
506 W. Berckman St  
Fruitland Park, Florida 34731  
e-mail: [ecoulson@fruitlandpark.org](mailto:ecoulson@fruitlandpark.org)  
Phone 352-360-6790  
Fax 352-360-6686

C. Proposed time line:

December 9, 2016	Request for Proposals issued
December 16, 2016 (10 AM)	Pre-Proposal Meeting and Site Visit in the Fruitland Park Commission Chambers, 506 W. Berckman St. Fruitland Park, FL
January 6, 2017 (2:00 P.M.)	Proposal Submission Deadline & Proposals Opened
January 9th, 2017	Audit Committee evaluates and short lists proposals
January 17th, 2017	Presentation of Short Listed Proposers (if necessary) & Final Ranking of Proposers by Audit Committee

- D. Firms that anticipate subcontracting portions of the engagement must state this fact in their proposal and clearly identify the subcontracting firm(s). Following the award of the audit contract, no additional subcontracting will be allowed without the express, prior written consent of the City.
- E. All conditions and requirements set forth in this RFP shall become conditions of the annual price proposal for auditing services unless otherwise stated. The failure or neglect of a proposer to receive or examine a document shall in no way relieve it from any obligations under its proposal or the contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge or understanding of any of the contract documents or the scope of services. Proposals shall be in compliance with the contract documents/scope of services.
- F. The City's previous contract for auditing services was awarded to:

Shumaker, Johnston & Ross PA  
911 North Boulevard West  
Leesburg, Florida 34748  
(352) 326-2161
- G. The prior year's Comprehensive Annual Financial Report (Fiscal Year Ended September 30, 2015) is available on the City's website [www.fruitlandpark.org](http://www.fruitlandpark.org) under Government/City Treasurer.
- H. Proposals will be reviewed by a three (3) member audit committee appointed by the City Commission and will be ranked in accordance with the established evaluation criteria. The date, time, and location of any scheduled selection committee meeting(s) for this RFP will be posted at least twelve (12) hours prior to the meeting date and time. The audit committee shall rank the proposals and make a recommendation to the City Commission for their approval. Please be aware that all City Commission meetings are duly noticed public meetings and all documents submitted to the City as part of a bid constitute public records under Florida law.
- I. All proposers shall thoroughly examine and become familiar with this RFP package and carefully note the items specifically called for in this RFP which must be submitted.
- J. Any proposer seeking to file a bid protest shall contact the City Manager's office, 506 W. Berckman St., Fruitland Park, FL 34731.

## II. NATURE OF SERVICES REQUIRED

### A. Scope of Work to be Performed

1. The proposing firm selected will be required to perform an audit in accordance with auditing standards generally accepted in the United States of America and all other standards applicable to financial audits on the financial accounts and records of the City of Fruitland Park.
2. The proposing firm selected will also be required to perform a single audit of all state and/or federal financial assistance provided to the City, if applicable, in compliance with the Rules of the Auditor General of the State of Florida and be accordance with the Single Audit Act amendments of 1996 and subsequent amendments thereof.
3. The auditor is also required to express an opinion that the basic financial statements and the individual fund financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining funds of the City of Fruitland Park.

### B. Reports to be issued as a result of the audit:

1. Independent auditor's report.
2. Independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. All applicable reports/schedules of state and federal financial assistance in association with the Single Audit Act of 1984 and amendments of 1996 and the Florida Single Audit Act.
4. Independent auditor's report on examination of management's assertion about compliance with specified requirements.
5. Management letter.
6. Report on compliance with requirements applicable to each major program and internal control over compliance in accordance with OMB Circular A-133, if applicable.
7. A schedule of findings and questioned costs in accordance with OMB Circular A-133, if applicable.
8. The external auditing firm prepares the basic financial statements, fund financial statements, notes to the financial statements, required supplementary

information, individual fund financial statements (including budgetary compliance), capital assets used in the operation of governmental activities and the statistical section for the City as a whole. Provision of this service and the related costs should be included in the fee proposal.

9. The successful firm will also be required to provide the Data Section for the Management, Discussion, and Analysis (MD&A) and to prepare the CAFR. The City will assist in this effort by providing the items listed in section V (Assistance Provided by City Staff) below.

10. The firm will also review the Annual Financial Report prior to submission.

C. Special Considerations

The City has received the Certificate of Achievement for Excellence in Financial Reporting for fourteen fiscal years. The CAFR for each of the fiscal years covered by this RFP will be submitted to the Government Finance Officers Association of the United States and Canada for consideration for the certificate. It is anticipated that the auditor may be required to provide special assistance to the City to meet the requirements of that program.

D. Reporting to the City Manager and the City Treasurer. Auditors shall also disclose the following:

1. The auditor's responsibility under generally accepted auditing standards, and assurances that the independent auditor is currently licensed, and that the members of the audit team have the minimum required Continuing Professional Education credits required for performing audits under *Government Auditing Standards*.
2. Significant accounting policies.
3. Significant audit adjustments.
4. Disagreements with management.
5. Management consultation with other accountants.
6. Major issues discussed with management prior to retention.
7. Difficulties encountered in performing the audit.
8. Any other matter the auditor finds necessary to discuss or disclose.

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 years after release of the audit, unless the firm is notified, in writing, by the City of Fruitland Park of the need to extend the retention period. The auditor will be required to make working papers available upon request, without charge, to any federal, state, or City of Fruitland Park agency.

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.

F. Miscellaneous services

Provide guidance or information to the City's finance staff on matters of a financial nature regarding the City's records.

**III. DESCRIPTION OF THE GOVERNMENT**

A. The City of Fruitland Park operates under the Commission/Manager form of government as authorized by its charter and provides the following services: police protection, fire protection, growth management, building inspections and code enforcement, street, sidewalk, and storm drainage maintenance, library, parks and recreation, other general governmental activities and water, sewer and solid waste utilities. The City serves a population of approximately 4,214.

The City currently has a budget consisting of 43 full time and 43 part-time employees. The FY2016 General Fund budget is \$6,024,870, the Community Redevelopment Fund is \$476,630, the Special Revenue Fund budget is \$471,527, the Recreation budget is \$53,541 and the Utilities Fund budget is \$4,006,558.

B. Fiscal Year

The City of Fruitland Park's fiscal year begins October 1 and ends September 30.

C. City's Accounting Records

Currently, the City's records include: the General Fund, the Community Redevelopment Fund, a Special Revenue Fund, two Proprietary Funds and a Fiduciary fund.

All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

The City of Fruitland Park uses Tyler Technology's Munis software for the recording of its' accounting transactions. The software applications used are the following:

1. Community service for business licenses.
2. Financial systems for accounts receivable and cash receipts, financial reporting and budgeting, payroll/personnel, and purchasing.

3. Utility Billing System for water and sewer processing of accounts.

All applications run off of an ASP environment. The hardware which houses all of the applications and data is located at the Tyler Technology headquarters in Falmouth, Maine. Communication is via the internet over a DSL line.

Payroll and vendor checks are processed on a bi-monthly basis. Purchase orders are issued as evidence of commitments, which encumbers funds against the expenditure account at the time of commitment and liquidated at the time of payment. Fixed asset records are kept by our prior auditor.

The City's approximate 1,826 water, sewer, and solid waste management utility customers are billed in house. The City has two (2) other utility companies that provide services to commercial and residential customers inside the City limits which are billed by those respective utilities.

D. Budgets

Budgets are adopted for the General Fund, Community Redevelopment Fund, Special Revenue Fund, Recreation, and the Utility Fund. The adopted budgets are integrated with the financial records of the City.

E. Finance Department Staff

The Finance department consists of Jeannine Michaud, Treasurer, a Deputy Treasurer, a Senior Accounting Specialist, and two Utility Clerks.

**IV. TIME REQUIREMENTS**

A. Audit Plan

An audit plan should be submitted with the response to the RFP. Each following year, this plan will need to be submitted prior to the beginning of the interim audit procedures. It is required that the CAFR be published before March 15th of each year. The auditing firm selected must be able to meet the following schedule which indicates approximate completion dates (dates may be adjusted for first year):

By September	Audit List from auditor of Preliminary Information, Reports or Schedule Requests
By November 30	The City will have adjustments made, books closed and trial balance prepared
By February 15	The firm's field work and preliminary CAFR will be completed

By February 28	CAFR will be completed
By Thursday before the 1st Meeting in March	The CAFR delivered to the City
2 <sup>nd</sup> meeting in March	Presentation of CAFR to City Commission by the auditing firm
By April 30	Prepare the Annual Financial Report (AFR)

**B. Conferences**

1. Entrance Conference - To discuss prior audit problems and the interim work to be performed. Establish overall liaison for the audit, make arrangements for work space and establish time requirements.
2. Exit Conference - Summarize the results of the fieldwork and to review significant findings.
3. Progress Conferences - These should be held on an as needed basis to inform the Treasurer of preliminary results that need immediate attention (or of a significant nature).

**V. ASSISTANCE PROVIDED BY CITY STAFF**

- A. The Finance Department will prepare summary trial balances and provide other information, documentation and explanations, as requested or needed. All information provided will be in the format maintained by the City's Finance Department. Any additional or reformatted schedules will be discussed with the auditor.
- B. The City will provide the auditor with reasonable workspace, desks, and chairs. The auditor will also be provided access to telephones, photocopying facilities, and FAX machines.
- C. The Introductory Section along with the introduction, additional comments, and the closing section to the Management's Discussion and Analysis (MD&A) in the Financial Section will be the responsibility of City staff. The City will also provide the CAFR covers, binding combs and section tabs for the CAFRs.

**VI. PROPOSAL REQUIREMENTS**

All proposals submitted should be arranged in the following manner:

**A. Title Page**

Information should include the subject of the RFP, the firm's name, the name of a contact person along with an address and phone number, 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 the work within the specified time period, a statement of why the proposer believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer to provide the services as outlined in the RFP. It also should contain the name of the person who will be authorized to make representations for the proposer, their title, address and telephone number and whether the firm is local, regional, national or international.

D. Detailed Proposal

1. The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the proposers seeking to undertake an independent audit of the City of Fruitland Park in conformity with the requirements of the 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's requirements.
2. 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.

E. Independence

The proposer should provide an affirmative statement that it is independent of the City as defined by generally accepted auditing standards and the U.S. General Accounting Office's "Government Auditing Standards (2011 revision)."

The proposer should also list and describe the proposer's professional relationships involving the City for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

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

F. License to Practice in Florida

An affirmative statement should be included indicating that the proposer and all assigned key professional are CPAs who are properly licensed to practice in Florida.

G. Proposer's (Firm's) Qualifications and Experience

- a. 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, 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.
- b. 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.
- c. In accordance with "N" below, please provide a statement whether that quality control review included a review of specific government engagements.
- d. 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 three (3) years with state regulatory bodies or professional organizations.

H. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partner, manager, other supervisors and specialists, and the auditor-in-charge of field work, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm should provide information on the government auditing experience of each person.

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 would be assured.

I. Prior Engagements with the City

The firm should list separately all engagements with the City within the last five years 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.

J. 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 request for proposals. 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.

K. Public Entity Crimes

Pursuant to Section 287.133(2) (a), Florida Statutes, interested individuals or firms who have been placed on the convicted vendor list following a conviction for public entity crimes may not submit a Proposal on a contract to provide services for a public entity, may not be awarded a consultant contract and may not transact business with a public entity for services, the value of which exceeds CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Any firm submitting a proposal in response to this request for proposals must indicate it has not been placed on the convicted vendor list following a conviction of public entity crimes.

L. 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 proposals. In developing the work plan, reference should be made to such sources of information as the City'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:

- a. Proposed segmentation of the engagement, including time frames for each segment (keeping in mind the time schedule set forth in this RFP).
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample size methodology and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of EDP software in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance.

- h. Approach to be taken to gain and document an understanding of the City's internal control.

M. 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 City.

N. Peer Review

A copy of the firm's latest peer review must be provided in the proposal.

O. Compensation

The proposal should contain a total all-inclusive price fee for each of the three (3) years including additional fees if the audit is subject to the single audit act and a total all-inclusive price fee for each of the three (3) years of the contract excluding additional fees for additional single audit act work. The proposal should also include a proposed price increase for each of the possible three (3) extension periods. In addition, please provide an hourly rate for time spent on any additional grant audit procedures or requirements with a not to exceed fee per audit year and an hourly rate for time spent on services requested outside of this RFP.

**VII. EVALUATION PROCEDURES**

Proposals will be reviewed and ranked by a three (3) member audit committee appointed by the City Commission and will be ranked in accordance with the established criteria below.

Mandatory Elements

25 points

- a. The audit firm is an independent certified public accounting firm and licensed to practice in Florida
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
- c. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- d. The firm submits a copy of its most recent external quality control review report (peer review) and the firm has a record of quality audit work.
- e. The firm adheres to the instructions in this Request for Proposals on preparing and submitting the proposal.

**Any proposal that does not contain the mandatory elements will be rejected.**

## Technical Qualifications

- a. Ability of personnel 0-25 points

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. Specify the strengths of assigned team members, as well as years of experience

- b. Experience 0-25 points

The firm's (and specifically the local office's) past relevant experience and performance on comparable government engagements; experience performing single audits of federal financial assistance and audits under the Florida Single Audit Act, ability to furnish the required services

- c. Ability to furnish required services 0-25 points

Comprehensiveness of audit work plan including adequacy of proposed staffing plan for various segments of the engagement; general approach to the audit plan; adequacy of testing approach and sampling techniques; adequacy of analytical procedures, internal control approach, and value added services the firm provides beyond the audit engagement.

- d. Scope and Total compensation proposed 0-25 points

Provide the scope, timing, steps, and resources to complete engagement. Specify proposed cost of services and should contain all pricing information relative to performing the audit engagement as described in this RFP and how it will be billed. The total all-inclusive price is to contain all direct and indirect costs including all out-of-pocket expenses. Prices should be determined for each year of the contract and proposed price increases for the possible extension periods.

Total available 100 points

1. Oral Presentations

The Audit Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions regarding their proposal. Not all firms may be asked to make such oral presentations.

2. Final Selection

The top three ranked firms of the audit committee will be recommended in order of rankings to the City Commission for award of the RFP. The City Commission shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

3. Right to Reject Proposals

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 City of Fruitland Park and the firm selected. The City of Fruitland Park reserves the right without prejudice to reject any or all proposals.

**VIII. ADDITIONAL CONSIDERATIONS AND REQUIREMENTS**

Manner of Payment

Progress payments may be billed based on the percentage of work completed and will be payable in accordance with the Florida Prompt Payment Act, s. 255.0705, Florida Statutes.

Insurance Terms and Conditions

Proof of Professional Liability Insurance: Provide a current insurance certificate providing proof of Professional Liability Insurance. The *successful* Respondent shall be required to provide evidence of both General (Public & Property) Liability and Professional Liability Insurance in the form of a certificate of insurance issued on behalf of the City of Fruitland Park by companies acceptable to the City at the following minimum limits and coverage's with deductible amounts acceptable to the City:

Comprehensive General Liability Insurance: (The City of Fruitland Park is to be named as an additional insured)	\$1,000,000.00
Professional Liability Insurance:	\$1,000,000.00

Hold Harmless Agreement

The successful respondent shall sign the following Hold Harmless Agreement:

As a part of the agreement with the CITY OF FRUITLAND PARK, and for the same consideration as provided for in the contract, the contractor agrees to indemnify, hold harmless and defend the City Commissioners, its officials and employees from liabilities, damages, losses and costs, including but not limited to reasonable attorney's fees, to the

extent caused by the negligence, recklessness, intentionally wrongful conduct of the contractor and other person employed by the contractor in the performance of the contract.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

**PRICE PROPOSAL FORM  
RFP AUDITING SERVICES**

TOTAL ALL-INCLUSIVE ANNUAL PRICE PROPOSAL FOR AUDITING SERVICES AS DESCRIBED IN RFP FOR FISCAL YEARS ENDING 2016, 2017, 2018:

For audits not subject to State or Federal Single Audit Act.

\$ \_\_\_\_\_ . \_\_\_\_\_ annually

\_\_\_\_\_ dollars & \_\_\_\_\_ cents

For audits subject to State or Federal Single Audit Act.

\$ \_\_\_\_\_ . \_\_\_\_\_ annually

\_\_\_\_\_ dollars & \_\_\_\_\_ cents

An hourly rate of \$ \_\_\_\_\_ and a not to exceed fee of \$ \_\_\_\_\_ for additional grant audit procedures or requirements.

An hourly rate of \$ \_\_\_\_\_ for time spent on services requested outside of the RFP.

**Proposed price increase for each of the possible three (3) extension periods, Fiscal Years Ending 2019, 2020, and 20211:**

For audits not subject to State or Federal Single Audit Act

\$ \_\_\_\_\_ Annual increase  
\_\_\_\_\_ dollars & \_\_\_\_\_ cents

For audits subject to State or Federal Single Audit Act.

\$ \_\_\_\_\_ Annual increase  
\_\_\_\_\_ dollars & \_\_\_\_\_ cents

An hourly rate of \$ \_\_\_\_\_ and a not to exceed fee of \$ \_\_\_\_\_ for additional grant audit procedures or requirements.

An hourly rate of \$ \_\_\_\_\_ for time spent on services requested outside of the RFP.

\_\_\_\_\_  
Date Company Name

\_\_\_\_\_  
License Number Authorized Officer (Print) Authorized Signature

**RFP COMPANY INFORMATION/SIGNATURE SHEET**

FAILURE TO COMPLY WITH THESE RFP INSTRUCTIONS WILL RESULT IN DISQUALIFICATION OF YOUR PROPOSAL. PLEASE SIGN BELOW ATTESTING THAT YOU HAVE READ AND UNDERSTAND ALL RFP INSTRUCTIONS AND THAT THE PRICES REFLECTED ON THE "PRICE PROPOSAL FORM" ARE ACCURATE AND WITHOUT COLLUSION.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
TELEPHONE (INCLUDE AREA CODE)

\_\_\_\_\_  
FAX (INCLUDE AREA CODE)

\_\_\_\_\_  
E-MAIL ADDRESS

\_\_\_\_\_  
AUTHORIZED SIGNATURE (manual)

IF REMITTANCE ADDRESS IS DIFFERENT FROM PURCHASE ORDER ADDRESS, PLEASE INDICATE BELOW:

\_\_\_\_\_  
NAME/TITLE (PLEASE PRINT)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
FEDERAL ID #

\_\_\_\_\_  
Individual Corporation Partnership Other (Specify)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally Known \_\_\_\_\_ or

Produced Identification \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification)

Notary Public - State of \_\_\_\_\_  
County of \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed, typed or stamped  
Commissioned name of Notary Public