



City Of North Lauderdale, Florida  
701 SW 71<sup>st</sup> Avenue  
North Lauderdale, FL 33068  
954-722-0900

## **REQUEST FOR PROPOSALS (RFP)**

### **FINANCIAL AUDITING SERVICES**

**RFP #20-03-390**

Advertisement Dates: March 8, 2020 & March 15, 2020



## REQUEST FOR PROPOSALS (RFP)

*Solicitation documents and Addenda are available on the City of North Lauderdale website at [www.nlauderdale.org](http://www.nlauderdale.org) and DemandStar at [www.demandstar.com](http://www.demandstar.com)*

<b>RFP NUMBER:</b>	<b>20-03-390</b>
<b>RFP TITLE:</b>	<b>FINANCIAL AUDITING SERVICES</b>
<b>RELEASE DATE:</b>	<b>MONDAY, MARCH 9, 2020</b>
<b>WRITTEN QUESTIONS AND INQUIRIES ARE DUE ON OR BEFORE:</b>	<b>MONDAY, MARCH 23, 2020 @ 12:00 PM EST</b>
<b>ADDENDUMS AND RESPONSES TO QUESTIONS SHALL BE ISSUED ON OR BEFORE:</b>	<b>MONDAY, MARCH 30, 2020 @ 4:00 PM EST</b>
<b>RFP DUE DATE/TIME:</b>	<b>MONDAY, APRIL 6, 2020 @ 10:00 AM EST</b>
<b>EVALUATION COMMITTEE MEETING:</b>	<b>THURSDAY, APRIL 23, 2020 @ 10:00 AM EST</b>
<b>PRESENTATIONS &amp; FINAL RANKING:</b>	<b>WEDNESDAY, MAY 13, 2020 @ 10:00 AM EST</b>
<b>RECOMMENDATION TO CITY COMMISSION:</b>	<b>TUESDAY, MAY 26, 2020 @ 6:00 PM EST</b>
<b>DIRECT ALL INQUIRES TO:</b>	<b>Danielle Cancel Purchasing Coordinator Phone: (954) 597-4718 Email: <a href="mailto:dkcancel@nlauderdale.org">dkcancel@nlauderdale.org</a></b>
<b>BID DELIVERY LOCATION:</b>	<b>City of North Lauderdale Office of the City Clerk 701 SW 71<sup>st</sup> Avenue, 2<sup>nd</sup> Floor North Lauderdale, FL 33068</b>

**\*Dates in this schedule occurring after the RFP Due Date and Time may be amended by the City in its sole discretion and no rights shall accrue to any Proposer due to such amendment. Proposer may not rely on dates after Due Date and Time until confirmed by the City.**

Late bids will not be considered. **The City Clerk time stamp shall be conclusive as to the timeliness of filing.** Facsimile submissions will not be accepted. The City of North Lauderdale is not liable for any costs incurred by a bidder in responding to this solicitation.

It is the intent and purpose of the City of North Lauderdale to promote competitive bidding. **All communication regarding this solicitation shall be submitted in writing to the contact listed above.**



The City of North Lauderdale reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposal received, to re-advertise for proposals, or to take any other such actions that may be deemed to be in the best interest of the City. The City anticipates entering into a written contract with the proposer who submits the proposal judged by the City to be the most beneficial, responsible, and most responsive.

**LOCAL VENDORS:** The City of North Lauderdale encourages the active participation by local vendors. This procurement will qualify for Local Vendor Preference in accordance with Section 3-12 of the City's Code of Ordinances.

**CONE OF SILENCE NOTICE:** Proposers are hereby notified that this Solicitation is subject to a "Cone of Silence" pursuant to Section 3-7 of the City Code of Ordinances.

A Cone of Silence means a prohibition on any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Request for Letters of Interest (RLI), bid or other competitive solicitation governed by Chapter 3 of the Code of Ordinances for a purchase governed by Chapter 3 of the Code of Ordinances between:

1. Any person who seeks an award therefrom, including a potential vendor or vendor's representative, and
2. Any member of the City Commission, all other city employees, and any non-employee appointed to evaluate or recommend selection in such procurement process. For purposes of this section, Vendor's Representative means an employee, partner, officer, or director of a potential vendor, or consultant, lobbyist, or actual or potential subcontractor or sub-consultant of a vendor.

The cone of silence shall terminate at the time the city awards or approves a contract, votes to reject all bids or responses, or otherwise takes action which ends the solicitation or other procurement process. If the City Commission refers the item back to the City Manager and staff for further review, the cone of silence shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation or other procurement process. If a cone of silence is imposed for a competitive solicitation but the solicitation is not issued, the cone of silence shall terminate upon a final determination by the Purchasing Division that the solicitation will not be issued. When a cone of silence is terminated, public notice of the termination shall be posted.



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## **1. INTRODUCTION**

The City of North Lauderdale, herein after referred to as “the City”, is requesting proposals from certified public accounting firms to provide financial auditing services to the City for the audits of the financial statements of the City for the three (3) fiscal years ending September 30, 2020, 2021 & 2022.

The City of North Lauderdale (“City”) was incorporated in 1963 and is located in the northwestern region of Broward County, Florida. The City spans approximately 5.5 square miles and is home to approximately 45,000 residents. North Lauderdale is predominantly a residential community and is home to many churches and small businesses. New commercial development in the City is limited to a handful of shopping plazas along the SR7 and McNab corridors. There are redevelopment opportunities on existing commercial properties.

The City operates under the Commission/Manager form of government and employs approximately 188 employees. The City Commission is comprised of four commissioners that represent separate geographic districts and a Mayor that is elected citywide.

## **2. PRE-PROPOSAL CONFERENCE**

No pre-proposal conference will be held for this solicitation.

## **3. QUESTIONS AND INQUIRIES ON THIS SOLICITATION**

It is the proposer’s responsibility to submit written questions or request clarification for items included in this solicitation, via email to the contact person listed on page 2, by **Monday, March 23, 2020** at 12:00 p.m. EST.

Any and all responses to questions or inquiries, interpretations and supplemental instructions will be in the form of a written addenda which, if issued, will be posted on the City website ([www.nlauderdale.org](http://www.nlauderdale.org)) and DemandStar ([www.demandstar.com](http://www.demandstar.com)) by the due date referenced on page 2. No verbal interpretations may be relied upon. Failure of any proposer to receive any such addenda or interpretation shall not relieve any Proposer from any obligation under a response as submitted. All addenda so issued shall become a part of the solicitation document. Proposer shall acknowledge all addenda by completing the “Addendum Acknowledgment Form” before submitting a response.

## **4. ELIGIBILITY**

To be eligible to respond to this solicitation, the proposing firm or principals must demonstrate that they, or the principals assigned to the project, have successfully provided services similar magnitude to those specified in the Scope of Services section of this solicitation to at least one city similar in size and complexity to the City of North Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the services. The proposing firm shall also demonstrate the following:

- The proposer shall have been continuously engaged in the business of providing Audit Services to local governments for at least five (5) years.
- The proposer has no conflict of interest with regard to any other work performed by the firm for the City of North Lauderdale.



**5. AGREEMENT TERM AND 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 for renewal shall only be exercised upon mutual written agreement by both parties and upon approval by the City Commission. All terms, conditions and unit prices shall remain the same as the original agreement, unless mutually agreed upon in writing.

**6. INSURANCE REQUIREMENTS**

Certificates of Insurance reflecting evidence of the required insurance shall be submitted to the Purchasing Coordinator within thirty (30) calendar days after notification of award of the contract/agreement. Proposer’s failure to provide the City the applicable Certificates of Insurance within thirty (30) calendar days shall provide for basis for the 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 than “A-VI” in the latest edition of “Best Key Rating Guide”, published by A.M. Best Guide.

Responder shall maintain the following minimum limits of insurance (unless higher limits are required by law or statute):

Yes No  
X \_\_\_

Comprehensive General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

- A. Bodily Injury:
  - a. Each occurrence \$1,000,000
  - b. Annual aggregate \$2,000,000
  
- B. Property Damage:
  - a. Each occurrence \$1,000,000
  - b. Annual aggregate \$2,000,000
  
- C. Personal Injury:
  - a. Annual aggregate \$1,000,000

Products & Completed Operations Coverage shall be maintained for the later of three (3) years after the delivery of goods/services or final payment under the Agreement.

**The City of North Lauderdale must be shown as an additional insured with respect to this coverage. The CITY’s additional insured status shall extend to any coverage beyond the minimum limits of liability found herein.**



Yes No  
X \_\_\_

Workers' Compensation and Employers' Liability Insurance covering all employees and/or volunteers of the Responder engaged in the performance of the scope of work associated with the Agreement. In the case any work is sublet, the Responder shall require the subconsultants similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Responder. Coverage for the Responder and all subconsultants shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers' Liability: Coverage B     \$500,000 Each Accident  
   \$500,000 Disease – Policy Limit  
   \$500,000 Disease – Each Employee

If Responder claims to be exempt from this requirement, Consultant shall provide City proof of such exemption along with a written request for City to exempt Responder, written on Responder's letterhead.

Yes No

X \_\_\_

Professional Liability/Errors & Omissions Insurance with a limit of liability no less than \$2,000,000 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 this Agreement. Retroactive date, if any, to be no later than the first day of service to the City.

Yes No  
X \_\_\_

Comprehensive Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under the Agreement with a combined single limit liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)  
   Combined Single Limit (Each Accident) - \$500,000
2. Hired Autos (Symbol 8)  
   Combined Single Limit (Each Accident) - \$500,000
3. Non-Owned Autos (Symbol 9)  
   Combined Single Limit (Each Accident) - \$500,000

Yes No  
X \_\_\_

If Responder requests reduced limits under a Personal Auto Liability Policy and it is agreed to by the City, coverage shall include Bodily Injury Limits of \$100,000 per person/\$300,000 per occurrence and Property Damage limits of \$300,000 per occurrence.



## **7. GENERAL CONDITIONS**

The following instructions are given for the purpose of guiding Proposers in properly preparing their response. These directions have equal force and weight with the specifications, and strict compliance is required with all provisions.

- 1. QUALIFICATIONS OF BIDDERS** - No response will be accepted from, nor will any contract be awarded to, any person who is in arrears to the City of North Lauderdale, upon any debt or contract, or who has defaulted, as surety or otherwise, upon any obligations to the City, or who has been deemed irresponsible or unreliable to the City.

All responders selected for a contract or project must perform to the satisfaction of the City prior to being considered for award of additional contracts. Proposers whose performance is unsatisfactory shall be subject to debarment or suspension.

- 2. INCONSISTENCIES/INQUIRIES** – Any seeming inconsistency between different provisions of the plans, specifications, solicitation, proposal or agreement, or any point requiring explanation must be inquired into by the responder, in writing to the Procurement Official listed in the solicitation, no later than the date specified in this solicitation for acceptance of questions. After proposals are opened, the responder shall abide by the decision of the City as to such interpretation.
- 3. ADDENDA AND INTERPRETATIONS** – No interpretations of the meaning of the plans, specifications, solicitation or other contract documents will be made orally to any proposer. Prospective responders must request such interpretation in writing from the Procurement Official listed in the solicitation. To be considered, such request must be received no later than the date specified in this solicitation for acceptance of questions. Any and all interpretations and any supplemental instructions will be in the form of a written addenda which, if issued, will be posted on the City website and DemandStar.com by the due date referenced in this solicitation. Failure of any responder to receive any such addenda or interpretation shall not relieve any proposer from any obligation under the solicitation as submitted. All addenda so issued shall become a part of the solicitation and contract document. Responder shall verify that it has all addenda and completed the “Addendum Acknowledgment Form” before submitting the response..
- 4. LEGAL CONDITIONS** – Proposers are notified to familiarize themselves with the provisions of the law of the State of Florida relating to the hours of labor on municipal work, and with the provisions of the laws of the State of Florida and the Charter and the ordinances of the City of North Lauderdale.
- 5. FORM OF PROPOSALS** – Each response and its accompanying statements must be made on the blanks provided where specified. The forms must be submitted in good order and with all of the blanks filled in. Incomplete forms may be rejected by the Purchasing Division as non-responsive. The forms must be enclosed in a sealed envelope when submitted to the City Hall - City Clerk’s Office, 2nd Floor, City of North Lauderdale, Florida 33068, The name of the proposer must clearly show on the outside of the sealed envelope and clearly indicate the solicitation number. The response must be signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal’s properly written authority to such deputy or subordinate must accompany the response
- 6. FILLING IN FORMS** – All responses must fully cover all items for which responses are asked and no other.
- 7. MISTAKES** - Proposers are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions, and special conditions pertaining to the solicitation. Failure of the proposer to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract and may lead to rejection of a proposal.



- 8. NON-COLLUSION** – A proposer shall not collude, conspire, connive or agree, directly or indirectly, with any other proposer, firm or person to submit a collusive or sham response in connection with the work for which the response has been submitted; or to refrain from responding in connection with such work or have in any manner, directly or indirectly, sought by person to fix the price or prices in the bid or of any other responder, or to fix any overhead profit, or cost elements of the bid price or the bid price of any other responder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other responder, or any person interested in the proposed work. The proposer certifies there has been no collusion with any other firm or employees from any other firm who will be submitting a response on the same project.
- 9. CAUSES FOR REJECTION** – No response will be canvassed, considered, or accepted which, in the opinion of the City’s Selection Committee is incomplete, informal or unbalanced, or contains inadequate documentation as required herein. Any alteration, erasure, interlineations, or failure to specify response for all items called for in the schedule shall render the proposal invalid.
- 10. REJECTION OF PROPOSALS**– The City reserves the right to reject any proposal if the evidence submitted by the proposer, or if the investigation of such proposer, fails to satisfy the City that such proposer is properly qualified to carry out the obligations and to complete the work contemplated. Any or all proposals will be rejected if there is reason to believe that collusion exists among proposers. A proposal shall be considered irregular and may be rejected, if it indicates serious omissions, alterations in form, additions not called for, conditions or unauthorized alternates, or irregularities of any kind. The City reserves the right to reject any or all proposals, to waive such technical errors; to waive informalities or irregularities in any response received; to re-advertise; or to take any other actions as may be deemed best for the interests of the City.
- 11. WITHDRAWALS** – Any responder may, without prejudice to himself, withdraw his response at any time prior to the expiration of the time during which responses may be submitted. Such request for withdrawal must be in writing and signed in the same manner and by the same person who signed the response. After the expiration of the period for receiving responses, no proposal can be withdrawn, modified, or explained.
- 12. LICENSES** – – Services performed for the City will require licenses. The proposer shall secure all necessary licenses at his/her expense. All licenses shall fully comply with all applicable laws, regulations and codes as required by the State of Florida, county, or local ordinances. The proposer must fully comply with all federal and state laws, county and municipal ordinances, and regulations in any manner affecting the prosecution of the work. Any fines or penalties to the proposer shall be paid at the proposer’s expense.
- 13. LICENSE OF RESPONDERS** - All responders must hold and submit with their response (and maintain same throughout the duration of the contract) current valid licenses as specified in the solicitation for the types of work covered by the Contract.
- 14. CONTRACT/AGREEMENT** – The proposer to whom award is made shall execute a written Agreement with the City. A proposed form of Agreement is attached.
- 15. INDEPENDENT CONTRACTOR** - The proposer is engaged as an independent business and agrees to perform the work in the manner of and as an independent consultant. In accordance with the status of an independent consultant, the proposer covenants and agrees that the proposer will conduct itself consistent with such status, that the proposer will neither hold the City out as, nor claim to be an officer or employee of the City for any right or privilege applicable to an officer or employee of the City, including, but not limited to worker’s compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.



The proposer's staff personnel shall not be employees of the City, and the proposer alone shall be responsible for their work, the direction thereof, and their compensation and benefits of any kind. Nothing in the Contract/Agreement shall impose any liability or duty on the City on account of its acts, omissions, liabilities or obligations or any person, firm, company, agency association, corporation, or organizations engaged by the proposer as a(n) expert, consultant, independent consultant, specialist, trainee, employee, servant or agent or for taxes on any nature, including, but not limited to unemployment insurance, worker's compensation and anti-discrimination or work place legislation of any kind and the proposer hereby agrees to indemnify and hold harmless the City against any such liabilities, even if they arise from actions directed or taken by the City.

- 16. SUB-CONTRACTORS** - If the Proposer proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the solicitation response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest.
- 17. PERFORMANCE** – The proposer shall be fully responsible for performing all the work necessary to meet City standards in a safe, neat, and good workmanlike manner, using only generally accepted methods in carrying out the work and complying with all federal and state laws and all ordinances and codes of the City relating to such work.
- 18. LABOR, SUPERVISION, MATERIALS AND EQUIPMENT** – The proposer shall furnish, at his/her own expense, all labor, supervision, equipment, materials, supplies, paper products, and other equipment necessary for satisfactory completion of all the services as specified in this solicitation, unless otherwise specified.
- 19. ENFORCEMENT OF SPECIFICATIONS** – Copies of the specifications shall be placed in the hands of the Director of Finance, who shall enforce every requirement of the contract. There will be no varying from the specifications.
- 20. COPIES OF SPECIFICATIONS** – Copies of the specifications, details, and contract are on file in the City Clerk's Office of the City of North Lauderdale.
- 21. MEASUREMENT AND PAYMENT** – Payment will be made in accordance with the Prompt Payment Act of Florida.
- 22. TERMINATION** – The contract described hereafter may be terminated by either party upon thirty (30) days with written notice to the other party.
- 23. CUSTOMER RELATIONS** – The proposer, all its employees and subcontractors under the supervision and control of the Contractor shall at all times at a site, office, or yard be required to conduct themselves in a professional and courteous manner and do all things necessary to insure good and harmonious customer relations. Continuous failure to abide by this requirement shall constitute a basis for termination of this agreement.
- 24. BID BOND** – N/A to this solicitation



**25. PERFORMANCE & PAYMENT BOND – N/A to this solicitation**

*\*All bonds – Performance, Payment and Warranty Bonds, shall meet the City’s ratings.*

Pursuant to the requirements of Section 255.05(1)(a), Florida Statutes, it shall be the duty of the Responder to record the aforesaid payment and performance bonds in the public records of Broward County. Consultant shall be responsible to pay all recording costs.

**26. TAX EXEMPTION – All proposals must be submitted including all local, state and federal taxes, if applicable. Please contact the Finance Department for a copy of the Consumer’s Certificate of Exemption.**

**27. NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT - During the performance of the work, the Consultant shall not discriminate against any person in its operations, activities or delivery of services. The Consultant shall affirmatively comply with all applicable provisions of federal, state and local equal opportunity employment laws and shall not engage in or commit any discriminatory practices against any person based on race, age, religion, color, gender, pregnancy, sexual orientation, gender identity and expression, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.**

**28. DEBARMENT AND SUSPENSION – The City shall have the authority to debar or suspend vendors. Causes for debarment or suspension include the following:**

- a. Conviction of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract;
- b. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty;
- c. Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- d. Violation of city’s contract provisions, which is regarded by the City Manager to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a city contract or to perform within the time limits provided in the city contract, provided that failure to perform caused by acts beyond the control of a party shall not be considered a basis for debarment or suspension;
- e. Debarment or suspension of the person or entity by any federal, state, or other governmental entity;
- f. False certification pursuant to debarment and suspension decisions; and/or
- g. Any other cause judged by the City Manager to be so serious and compelling as to affect the responsibility of the person or entity performing city contracts.

**29. PROPOSAL PRICES – All prices included on the proposal submitted must be held firm through the completion of the scope of work.**

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**30. PUBLIC RECORDS** - The City of North Lauderdale is 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 in order 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, Fla. Stat., or as otherwise provided by law;
3. Ensure that 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.

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## **8. SCOPE OF SERVICES**

The City of North Lauderdale desires the Auditor to express an opinion on the fair presentation of its basic financial statements, combining and individual fund and account group Financial Statements and schedules in conformity with generally accepted accounting principles. The Auditor is required to audit and prepare the supporting schedules contained in the Comprehensive Annual Financial Report (CAFR can be found 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 and the combining and individual fund Financial Statements and schedules.

The auditor shall also be responsible for performing certain limited procedures involving the required Management’s Discussion and Analysis (MDA) and the required supplementary information required by the Government Accounting Standards Board as mandated by Generally Accepted Auditing Standards (GAAS).

The auditor may be requested to perform other auditing services at the discretion of the City. Any such additional work agreed to between the City of North Lauderdale and the firm shall be performed only upon a written agreement.

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

## **9. AUDITING STANDARDS TO BE FOLLOWED**

To meet the requirements of this 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 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.

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## **10. REPORTS TO BE ISSUED**

Following the completion of the audit of the fiscal year's financial statements, the Auditor shall issue:

- Report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- Report on the internal control structure based on the Auditor's understanding of the control structure and assessment of control risk.
- Report on the compliance with applicable laws and regulations.
- Schedule of Findings and Questioned Costs.
- Report on Internal Control Over Financial Reporting and Compliance and Other Matters Based on Audit of Financial Statements Performed in Accordance with Government Auditing Standard.
- Report on Compliance for Each Major Project on Internal Control over Compliance Required by Uniform Guidance.
- Report on Fraud and Illegal Acts. The Auditors shall issue an immediate written report to the City Manager and the City Commission of all fraud and illegal acts, or indications of illegal acts, of which they become aware.
- Management Letter Pursuant to the Rules of the Auditor General for the State of Florida.
- Schedule of Expenditures of State Financial Assistance Projects.
- Notes to Schedule of Expenditures of State Financial Assistance Projects.
- An "in-relation-to" report on the schedules of federal and state financial assistance.
- 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.
- A report on compliance with requirements applicable to State grants and aids appropriations.
- For any irregularities and illegal acts the auditor shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the City Finance Director, City Manager and City Commission as appropriate.
- Reports as may be required to comply with Florida Statutes, Sections 215.97, and 218.39.

Use of the audited financial statements, opinions or any of the above named reports will NOT result in additional compensation unless their use requires additional certification or services on the part of the firm.

The auditor shall submit a signed audit report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America no later than March 31, for the previous fiscal year ending September 30, along with the required reports on internal control structure and compliance with laws and regulations.

## **11. SPECIAL CONSIDERATIONS**

The City of North Lauderdale will annually send its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association of the United States and Canada 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 of North Lauderdale to meet the requirements of that program by providing technical advice to ensure awarding of certification.

The schedules of federal and state financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance, are to be issued in conjunction with the Comprehensive Annual Financial Report (CAFR).



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.

The successful company selected will make “good faith effort” that any employee that works on the City of North Lauderdale audit will be returned each year to the City of North Lauderdale audit if they are employed by the Firm in their Municipal Audit Section of the Firm.

## **12. WORKING PAPER RETENTION AND 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 North Lauderdale 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 North Lauderdale,
- U.S. General Accounting Office (GAO),
- Cognizant Agency,
- Auditors of entities of which the City of North Lauderdale is a sub-recipient of grant funds,
- Parties designated by the federal or state governments or by the City of North Lauderdale 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.

## **13. ASSISTANCE TO BE PROVIDED BY THE CITY TO THE AUDITOR AND REPORT PREPARATION**

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 North Lauderdale. 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 of North Lauderdale 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 the 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.

Auditor shall create all individual, combining and entity-wide Financial Statements, and issue the Independent Auditor's Report. The City will provide the transmittal letter, management's discussion and analysis, statistical tables and review the update to the notes to the financial statements. The auditor will assemble the Comprehensive Annual Financial Report (CAFR) based upon information, schedules, notes and statistics the City provides. The City will provide the trial balances for each individual fund and component unit. Preparation and color printing (up to 15 copies) of the CAFR shall be the responsibility of the Auditor. The Auditor shall provide printed and bonded color copies, laminated front and back cover.



The cost of the physical production (printing) of the CAFR should be listed separately in the proposal price form. The City reserves the option to print financial statements.

**Mandatory Requirement:** The Auditor shall provide a PDF formatted electronic copy of the CAFR in a fully ADA compliant digital format.

## 14. **BACKGROUND INFORMATION**

The City of North Lauderdale’s Government is composed of 6 departments. The total budget for Fiscal Year 2020 is approximately \$63 million including \$34.5 million for the General Fund, \$12.8 million for the utility enterprise fund, \$7.8 million for special revenue funds and \$2.6 million for the capital project fund.

More detailed information on the government and its finances can be found in the City’s Annual Budget document, Comprehensive Annual Financial Report, and Code of Ordinances available through the City Clerk’s office and the Finance Department, located at the City of North Lauderdale, City Hall or online at [www.nlauderdale.org](http://www.nlauderdale.org).

**Fund Structure:** The City of North Lauderdale uses the following fund types and account groups in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Number of Funds</u>	<u>Number Legally Adopted</u>
General Fund	1	1
Special Revenue Funds	4	2
Debt Service Fund	1	1
Capital Funds	1	1
Enterprise Funds	2	2
Internal Service Funds	3	3

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

**Basis of Accounting:** All Governmental Funds are accounted for using the modified accrual basis of accounting. All Proprietary Funds are accounted for using the accrual basis of accounting.

**Pension Plans:** The assets of the Plan are held in trust and are the sole property of the participants; therefore, no balance or financial information is reported in the City’s basic financial statements. The City of North Lauderdale participates in the following pension plans:

<b>Plan</b>	<b>Defined Contribution</b>	<b>Defined Benefit</b>	<b>Deferred Compensation</b>
Florida Retirement System (Fire Fighters Only)	X	X	
401(a) Plan administered by ICMA Retirement Corp-General	X		
401(a) Plan administered by ICMA Retirement Corp-Department Heads	X		
401(a) Plan administered by ICMA Retirement Corp-City Manager	X		
401(a) Plan administered by ICMA Retirement Corp-FPE	X		
457 Plan administered by ICMA Retirement Corp			X



**Magnitude of Finance Operations:** The Finance Department is headed by Susan Nabors, Finance Director and consists of eight (8) full time employees in total. Functional areas include financial administration (1 employee), general accounting (3 employees), cash receipts (1 employee), purchasing (1 employee), accounts payable (1 employee) and payroll (1 employee).

The City also contracts the Utility Billing function which falls under the responsibility of the Finance Department. This contract includes: Cashier (1), Customer Service Representatives (3), Meter Technicians (3), and a Utility Billing Supervisor (1).

**Availability of Prior Audit Reports and Working Papers:** Interested Proposers who wish to review prior years' Comprehensive Annual Financial Reports (CAFR) and management letters will find this information located on the City's website at:  
[http://www.nlauderdale.org/departments/finance/comprehensive\\_annual\\_financial\\_reports\\_\(cafr\).php](http://www.nlauderdale.org/departments/finance/comprehensive_annual_financial_reports_(cafr).php).  
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.

**Preferred Schedule for Conducting Audits:** The Auditor shall complete each of the following no later than the dates indicated below:

**1. Interim Work**

The Auditor shall complete interim work by September 30th.

**2. Detailed Audit Plan**

The Auditor shall provide the City of North Lauderdale by August 31st, both a detailed audit plan and a list of all schedules to be prepared by the City of North Lauderdale.

**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 Audit May Commence**

The City of North Lauderdale will have all records ready for audit and all management personnel available to meet with the firm's personnel as of November 30th of each year.

**6. Date Final Report Is Due**

The auditor will deliver the opinion letter, management letter, and all final requested reports on or before March 31st of each year. The final report and up to fifteen (15) signed copies should be delivered to the City Finance Director, 701 SW 71<sup>st</sup> Avenue, North Lauderdale, Florida 33068.



**Staffing/Personnel of Firm:**

Proposer shall identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, specialists, and staff 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 three (3) years, the number of years of local government experience, experience as it relates to the latest GASB pronouncements, and membership in professional organizations relevant to the performance of this audit. The firm also should indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, manager, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. Those personnel may also be changed for other reasons with the express prior written permission of the City of North Lauderdale. However, in either case, the City of North Lauderdale 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.

**Subcontractors:**

The firm should list and describe the firm’s (or proposed subcontractors’) professional relationships involving the City of North Lauderdale or any of its (agency/agencies or component units/agencies, component units or oversight unit) 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 firm shall give the City of North Lauderdale written notice of any professional relationships entered into during the period of this agreement.

**CONTRACTOR QUALIFICATIONS:**

Mandatory Criteria: Minimum required Florida municipal experience for the firm and engagement and quality control partners is ten (10) 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).

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

**Independence:**

The firm should provide an affirmative statement that it is independent of the City of North Lauderdale as defined by generally accepted auditing standards/the U.S. General Accounting Office’s Government Auditing Standards (1988).

**Historical Audit Information:**

The Audit Fees for the past three years are:  
FY 2019: \$53,000 + Single Audit: \$5,000  
FY 2018: \$53,000 + Single Audit: \$5,000  
FY 2017: \$50,400

The City has not received any management letter comments in the last three (3) 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)

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## 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](http://www.demandstar.com)) and on the City website ([www.nlauderdale.org](http://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
<b>A - TECHNICAL PROPOSAL</b>	
<b>Qualifications and Experience</b>	
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
<b>Methodology including Technical Approach and Understanding the Scope of Services.</b> 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>B - PRICING (Submit in a separate sealed envelope)</b>	
Rates and Expenses.	25
<b>C - Local Vendor Preference</b> (5 Points-North Lauderdale business; 2.5 Points-Broward business)	
	5
<b>Total Maximum Points</b>	<b>100</b>

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](http://www.demandstar.com) or City website for addenda and changes before submitting final proposal\***