



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSALS
(RFP) # FY 2016-2017-004**

**AUDIT SERVICES
CITY OF HALLANDALE BEACH AND
COMMUNITY REDEVELOPMENT AGENCY (HBCRA)**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
FINANCE DEPARTMENT AND
PROCUREMENT DEPARTMENT**

AUDIT SERVICES

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INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach is requesting proposals from qualified certified public accounting firms duly licensed under Florida Statute 473 and qualified in accordance with Florida State Statute, Chapter 218.391 (Auditor Selection Procedures) to audit its financial statements for the fiscal years ending September 30, 2017, 2018 and 2019 for the initial contract period of three (3) years. The City has the option of extending the contract for three (3) additional one (1) year terms for audit of fiscal years ending September 30, 2020, 2021, 2022.

This Request for Proposals (RFP) also includes the Hallandale Beach Community Redevelopment Agency (HBCRA) audit for the fiscal years ending as stated above in accordance with Section 163.387 Florida Statutes, Redevelopment Trust Fund.

Minimum Qualification Requirements – MQRs:

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated.

Please read the MQRs to ensure your firm meets these requirements and thus is able to provide a response to this RFP. Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. The MQRs should be submitted in your firm's proposal in accordance with the proposal format starting on page 16. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

Non-Mandatory Pre-Proposal Conference:

For this Contract the City is holding a non-mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, Local Vendor Preference and documentation. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

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Evaluation Committee

In accordance with Florida Statute 218.391, Auditor Selection Procedures, Section (3)(e), the Evaluation Committee will rank and recommend, in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the criteria established in this RFP. If fewer than three firms respond to the request for proposal, the evaluation committee shall recommend such firms as it deems to be the most highly qualified.

Description of the Government

Contact Person

The auditor's principal contact with the City will be Celeste D. Lucia, Finance Director or a designated representative who will coordinate the assistance to be provided by the City to the auditor.

The auditor's principal contact with the HBCRA will be Nickens Remy, Fiscal Operations Manager or a designated representative who will coordinate the assistance to be provided by the City to the auditor.

Background Information for the City of Hallandale Beach

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 39,000 off-season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

The City provides the following services to its residents:

- Police, Fire and Rescue
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities
- City planning, zoning, subdivision and building code regulation and enforcement
- Supervised recreation programs
- Redevelopment of commercial and residential neighborhoods
- Water, Sewer, Sanitation and municipal cemetery services

Background and information for HBCRA:

The Hallandale Beach Community Redevelopment Agency (HBCRA) was established on December 27, 1996. The purpose for establishing the Hallandale Beach CRA and the Redevelopment Trust

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Fund was to serve as a partner to the City, to other government entities, and to the private sector in addressing the distressed conditions in the redevelopment area. As a result, the City has undertaken ambitious improvements to include roads and infrastructure, beautifying neighborhood streets, parks, development and restoration of a Historical Village and providing many residential and commercial programs and opportunities. The CRA Redevelopment Area is bound to the north by Pembroke Road, to the South by the Dade-Broward County line, to the west by interstate 95 and to the east by NE 14th Avenue and the 14th Avenue Canal.

The HBCRA is an Executive Director/Board of Directors form of partnership. It serves an area of approximately 75% of the City of Hallandale Beach. The HBCRA's fiscal year begins October 1 and ends September 30th. The HBCRA is bound by Florida Statutes Chapter 163, Part III, and Resolution No. 2012-05.

The HBCRA provides the following services to its residents:

- Neighborhood Improvement Program (NIP)
- First Time Homebuyer Program (FTHB)
- Home Replacement Program (HRP)
- Paint Voucher Program
- Storm Shutter Impact Windows & Doors Rebate Program
- Business Incentive Loan Program (BILP)
- Façade Improvement Grant Program (FIGP)
- Workforce Housing
- Infrastructure Upgrades
- Code Enforcement
- Police Protection

Fund Structure

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

<u>Type</u>	<u>Number of Funds</u>
General Fund	1
Special Revenue Funds	8
Debt Services Funds	2
Capital Project Funds	2
Enterprise Funds	4
Internal Service Funds	3
Pension Trust Funds	3
Agency Funds	2

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Pension Plans

The City maintains three separate defined benefit retirement systems; the Police/Fire Plan, General Employees Plan and the Professional/Management Plan. The Police/Fire plan is administered by a separate Board of Trustees, while the General Employees Plan and the Professional/Management Plan utilize the City Commission as the Board. In all plans the City is responsible for funding liabilities based upon actuarial valuations. The City auditors are required to issue an opinion that includes the General Employees Plan and the Professional/Management Plan. The Police/Fire Plan is separately audited by an independent auditing firm, Kabat Schertzer De La Torre Taraboulos & Company.

Component Units

The Hallandale Beach Community Redevelopment Agency (CRA) is legally separate from the City of Hallandale Beach. The CRA is reported as part of the primary government, because their sole purpose is to finance and redevelop the City's redevelopment area. The CRA's financial balances and transactions are incorporated with those of the City in accordance with Governmental Accounting Standards Board (GASB) Statement No. 14, "The Financial Reporting Entity" (as amended by GASB Statement #34, 39 and 61). The CRA transactions are included as a major fund of the City's audit and covered by this RFP. The CRA also issues a separate stand-alone financial statement. The cost for the CRA audit and stand-alone report should be priced separately as described in Section 8 Cost Proposal.

Computer Systems

The Department of Innovation Technology provides information system design and support, computer program development and enhancement, microcomputer support, telecommunications and area network services and support to City departments. The City of Hallandale Beach's financial applications (General Ledger, Accounts Payable, Purchasing, Budget Preparation) utilize the Tyler Systems Munis software, operating on a Windows server platform.

SCOPE OF WORK:

The City of Hallandale Beach is requesting proposals from certified public accounting firms duly licensed under Florida Statute 473 and qualified in accordance with Florida State Statute, Chapter 218.391 (Auditor Selection Procedures).

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

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The City and HBCRA also desire the Auditor to express an opinion on the fair presentation of its combining and individual fund and account group financial statements and schedules in conformity with generally accepted accounting principles. The Auditor is not required to audit the statistical section of the report.

Auditing Standards

These audits are to be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards for financial audits set forth in the Government Auditing Standards issued by the Comptroller General of the United States; the provisions of the Federal Single Audit Act Amendment of 1996 and U.S. Office of Management and Budget (OMB) Super Circular; (as amended); Audits of State and Local Governments and Non-Profit Organizations, Audits of State and Local Government (Revised) – AICPA; Section 215.97 of the Florida Statutes; Florida Single Audit Act: Chapter 10.550 Local Governmental Entity Audits, Rules of the Auditor General, State of Florida, Section 163.387 Florida Statutes, Redevelopment Trust Fund, and any other applicable Federal, State and local laws or regulations.

Reports to be issued:

The auditor shall submit a signed audit report on the fair presentation of the financial statements in conformity with generally accepted accounting principles no later than March 15, for the previous fiscal year ending September 30, along with the other required reports mandated by Government Auditing Standards, the Single Audit Act and the Auditor General of the State of Florida.

Following the completion of the audit, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
2. A single audit report that complies with the Uniform Grant Guidance as per Section 2 of the Code of Federal Regulations, part 200, subpart F; rules of the Auditor General; State of Florida, Chapter 10.550 for Federal and State Programs.
3. A 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.
4. A report on compliance and on internal control over compliance with laws and regulations related to major Federal and/or State financial assistance programs.

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5. As applicable, a Schedule of Findings and Questioned Costs.
6. A Management Letter in Accordance with the Rules of the Auditor General of the State of Florida.
7. A report on Compliance Pursuant to Section 218.415 Florida Statutes.
8. Report on Irregularities and Illegal Acts. The Auditors shall issue an immediate written report to the City Manager/HBCRA Executive Director, the City Commission, and the HBCRA Board of Directors of all irregularities and illegal acts, or indications of illegal acts, of which the auditor becomes aware.

Special Considerations:

1. The City and HBCRA will submit its Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association of the United States and Canada for review in the Certificate of Achievement for Excellence in Financial Reporting Program. It is anticipated that the auditor will be required to provide special assistance to the City to meet the requirements of that program by providing technical advice to ensure awarding of certification.
2. 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 CAFR (Single Audit). These will be prepared by the auditor for inclusion in the CAFR. The cost of this item should be listed separately.
3. Review the accrued liability reserves for the City's Self-Insured Workers Compensation and General Liability Fund, which include general liability, police professional, public official, and automobile liability. The actuarial report is prepared bi-annually by a certified actuary.
4. Review the financial report of the City filed with the Department of Banking and Finance, State of Florida, pursuant to Section 218.32 of the Florida Statutes, to verify that it is in agreement with the financial statements for the year ended September 30, 2017 and all subsequent years covered by the Contract.
5. The auditor must designate two (2) "key" members of the audit team. The City and HBCRA shall reserve the right to approve any substitutions or changes in those staff designated as "key".

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6. The auditor should report to the City and HBCRA, at least weekly, the status of any potential audit adjustments so that the City and HBCRA may have adequate opportunity to investigate, gather information and respond if necessary. Final audit adjustments shall be submitted to the City and HBCRA no later than 120 days following the end of the fiscal year under audit.
7. The auditor will offer, at no expense to the City and HBCRA, an annual government-training seminar to the City and HBCRA accounting staff. This seminar will be offered locally and award eight (8) hours of CPE credits per staff member.
8. The auditor will attend the City Commission and HBCRA Board of Directors meetings, at which time the audit report will be submitted for acceptance. The auditor will be available to present the report or to respond to City Commission and HBCRA Board of Directors' questions as needed.

Performance Standards

1. All responses to any City and HBCRA questions or inquiries should occur within two (2) business days of notification to auditor.
2. The auditor shall turn around review comments to drafts of the financial statements within ten (10) business days from the receipt of such drafts.

Working Paper Retention and Access to Working Papers and Electronic Copies

1. Working papers and reports are the property of the auditor and must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available for examination or duplication without charge to the following parties or their designees:
 - a. City of Hallandale Beach personnel
 - b. U.S. General Accounting Office (GAO)
 - c. Representatives of the cognizant Federal Audit Agency
 - d. State of Florida Auditor General or the State Board of Accountancy
 - e. Auditors of Entities of which the City is a recipient or a sub-recipient of grant funds.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

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2. The auditor will agree to notify the City if the Board of Accountancy or any other regulatory agency requests a review of the audit work papers concerning the City or any government client audited by the local office.
3. The auditor shall also provide the City with an electronic copy of the single audit report and management letter after issuance.

Availability of Prior Reports

Interested proposers who wish to review prior years' Comprehensive Annual Financial Reports (CAFR) and additional financial reports may visit the City's website, see below:

<http://www.hallandalebeachfl.gov/530/Financial-Reports>

Please find HBCRA documents here:

<http://cohbcra.org/relevant-documents/>

Any additional reports not found on the City's website must be requested through the Procurement Department before the questions deadline seen on page 25. All additional information will be released via addendum.

Time Requirements for Audit**Schedule for the Fiscal Year Audit:**

Each of the following should be completed by the auditor no later than the dates indicated below:

1. Interim Work - The auditor shall complete interim work in August or September of the fiscal year to be audited.
2. Detailed Audit Plan - The auditor shall provide the City and HBCRA, no later than September 30th of each fiscal year, a detailed audit plan and list of all schedules to be prepared by the City and HBCRA.
3. Fieldwork - The auditor shall commence no sooner than January 2, and ending all fieldwork by the last day of January.
4. Comprehensive Annual Financial Report (CAFR) Draft - Auditor shall have drafts of the audit reports and recommendations to management available for review by the Finance Director and HBCRA Fiscal Operations Manager by the second week of February.

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5. Report Issuance - The auditor shall issue all reports by the first week of March.
6. Changes to the Schedule - Any change in the above dates must be provided in writing to the Finance Director and HBCRA Fiscal Operations Manager at least one week prior to the scheduled due date.

Assistance to Be Provided to the Auditor and Report Preparation

1. Work Area and Telecommunication Devices- The auditor will be provided adequate work and storage space during the fieldwork period. The auditor will also be provided with access to telephone lines, internet connection, photocopying facilities and fax machines.
2. Department Assistance - City and HBCRA staff, and responsible management personnel will be available during the provision of services to assist the firm by providing information, documentation, and explanations. City and HBCRA staff will be available to prepare schedules that are agreed to prior to the start of the year-end audit fieldwork. The preparation of confirmations will be the responsibility of the City and HBCRA.
3. Report Preparation - Audit Report preparation, editing and printing shall be the responsibility of the auditor, unless otherwise mutually agreed upon.

The auditor is required to provide the following:

- a. Thirty-five (35) bound copies of the CAFR, one (1) unbound copy, and two (2) CD's.
- b. Thirty-five (35) bound copies of the single audit reports/management letter, one (1) unbound copy, and two (2) CDs
- c. Ten (10) copies of the Report to the Governing Board (SAS 114)
- d. Electronic pdf files for the management letter and single audit compliance reports (unsecured and searchable)

The Report preparation cost as described above, should be listed separately on the Cost Proposal.

Rates for Additional Professional Services

If it should become necessary for the City/HBCRA to request the Auditor to render any additional services to either supplement the services requested in this Request for Proposal 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 upon a written agreement between the City/HBCRA and the firm. Any such additional work agreed to between the

City/HBCRA and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Cost Proposal Sheets of this RFP.

EVALUATION PROCESS:

The Evaluation Committee may select proposers to conduct oral presentations.

Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Oral presentations are to support what has been provided in the proposals by each firm and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein. The City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers. Sufficient time will be provided to submit this information.

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award the Contract.

- **All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.**

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/solicitations.

MINIMUM QUALIFICATION REQUIREMENTS:

This RFP contains Minimum Qualification Requirements (MQRs) which proposing firm(s) **must** meet in order for the firm's response to be considered and to be evaluated.

Read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.

Firms that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered.

The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on page 23.

Minimum Qualification Requirement (MQR) # 1: Licenses:

The firm is independent and duly licensed under Florida Statute Chapter 473 to practice in the State of Florida. Proposer must provide copies of all applicable licenses with their response.

Minimum Qualification Requirement # 2: Years in Business Provision of Sunbiz.

The firm must have been incorporated through Sunbiz for the past five (5) years and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2012 or earlier.

CONTRACT TERMS

The term of the Contract is for three (3) years. The City has the option of extending the contract for three (3) additional one (1) year terms not to exceed a total contract term of six (6) years.

The submittal responses shall be valid until such time as the City Commission awards a contract as a result of this RFP.

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REFERENCES:

References are required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. Your firm must send the Reference Check Form provided on pages 22-26 of Exhibit II to the number of references requested and submit with your firm's response.

Firms must provide five (5) verifiable references each for engagements of similar scope as outlined in this RFP. Your firm must send and obtain a completed Reference Check Form as found on pages 22-26 of Exhibit II for each of your firm's five (5) references. Your firm must include the completed five (5) Reference Check Forms within your firm's thumb drive.

Do not provide more or less than five (5) references.

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of proposals. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid.

Please make sure that the references listed in your firm's response are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the references which were submitted with the firm's response.

Each firm must also list the following information for each of the references provided.

- Name of agency for which work was provided.
- Name of Reference charged with managing said project.
- Type of audit. Year audit started and was completed.
- Total cost of audit, including additional charges
- Phone # for Reference.
- Updated email address for Reference.

DEFINITIONS

"Award" means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority dollar amount of the City Manager, with the exception of emergency purchases.

"City" the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.

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“City’s Contract Administrator” means the City’s representative duly authorized by the City Manager, to provide direction to the Consultant regarding services provided pursuant to this RFP and the Contract.

“HBCRA” means the Hallandale Beach Community Redevelopment Agency, a public body corporate and political. May be used interchangeably with CRA.

“CRA Contract Administrator” means the HBCRA’s representative duly authorized by the Executive Director, to provide direction to the Auditors regarding services provided pursuant to this Bid and the Contract.

“Contract” and “Contract Documents” means the Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

“Consultant or Auditor” the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

“Minority Business Enterprise” as defined by the Florida Small and Minority Business Assistance Act.

“Notice to Proceed” means the written notice given by the City to the Consultant of the date and time for work to start.

“Project Manager” means the Consultant’s representative authorized to make and execute decisions on behalf of the Consultant.

“Proposal” means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

“Proposer” means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

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INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search function, your firm must ensure your .pdf files are enabled with this function. **Firms must make sure that the thumb drive is tested for this function before submission.** Do not place password on the thumb drives. Provide one (1) thumb drive with your firm’s submittal.

Section below, Proposal Format, outlines the format to be followed for responses to this RFP.

PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.

The following information stated below is what the Evaluation Committee will utilize to rate your firm’s response. Your firm’s response must provide all information requested below items # 1 through # 9 for the Primary Auditor and MBE Auditor. Firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses to the RFP and could cost your firm points for information that is not easily found. The information must be included in the thumb drive that are searchable in adobe format. No hardcopy paper submittals nor CDs will be accepted.

In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test the thumb drive before it is submitted. Firm(s) must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide one (1) thumb drive with your firm’s submittal.

Upon review of the proposals by the evaluation committee oral presentations may be required. After ranking the evaluation committee may select and short list top ranked firms.

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer’s capability to satisfy the requirements of the RFP.

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While additional data may be presented, the information requested in items 1 through 9, must be included. Items 1-9 represent the criteria against which proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the firm(s) name(s); the name, address, telephone number and email of the contact person; and the date of the proposal. Only one (1) contact person is to be provided as the contact and will be contacted by the City. If the proposed submittal is made up of more than one (1) firm, provide only one (1) contact person for the entire response.

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Transmittal Letter

A transmittal letter must be provided briefly stating the proposers' understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes they are the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

The transmittal letter must be signed by duly authorized officers of your firm, as registered with the Florida Secretary of State through the Division of Corporations website at: www.sunbiz.org. Your firm must provide a copy your firm's Sunbiz following the transmittal letter in order to verify the duly authorized officers. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses, telephone numbers and email addresses.

4. Minimum Qualification Requirements (MQRs)

This RFP contains Minimum Qualification Requirements (MQRs) which proposing firm(s) must meet in order for the firm's response to be considered and to be evaluated.

Read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.

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Firms that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered.

The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth on page 23.

Minimum Qualification Requirement (MQR) # 1: Licenses:

The firm are independent and duly licensed under Florida Statute Chapter 473 to practice in the State of Florida. Proposer must provide copies of all applicable licenses with their response.

Minimum Qualification Requirement # 2: Years in Business Provision of Sunbiz.

The firm must have been incorporated through Sunbiz for the past five (5) years and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2012 or earlier.

5. Qualifications, Expertise and Experience

5.1 Firm's Qualifications

- a. Please provide the size and structure of the firm. Describe in detail your organization.
- b. Please elaborate on the firm's ability, capacity, and skill of the firm to perform the services on a timely basis.
- c. Provide a list of current municipal audit clients and fiscal year dates.
- d. Indicate current and anticipated workloads and availability for other activities. Identify the extent and nature of any anticipated outside support.

5.2 Expertise

- a. Firm must demonstrate a proven track record, to include documented experience, of providing the scope of work as outlined in this RFP.

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- b. The proposal must indicate whether the firm are national, regional or local and the location of the offices from which the work on this engagement is to be performed.
- c. The proposal must indicate the total number of employees of the firm, including the number of staff in the local office, the number of employees considered to be governmental audit staff, 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 employed on a part-time basis.
- d. The firm is required to submit a copy of the report on its most recent external quality control review, including any management letter comments, with a statement whether that quality control review included a review of specific governmental engagements.
- e. The firm must provide information on the results of any Federal or State desk reviews or field reviews of its auditors during the past three (3) years.
- f. The firm must provide information on the circumstances and status of any disciplinary actions taken or pending against the firm during the past three (3) years with the state regulatory bodies or professional organizations.
- g. The firm must describe any litigation or proceeding whereby, during the past five (5) years, a court or any administrative agency has ruled against the firm in any manner related to its professional activities. Similar information must be provided for any current or pending litigation. The summary must state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved.

5.3 Experience

Similar Engagements with Other Government Entities

For the engagement office proposing to undertake the audit, list and rank the five (5) most significant engagements performed in the last three (3) years, one of which included an audit of a CRA, that are similar to the engagement described in this RFP. These engagements should be ranked on the basis of total staff hours.

The table below must be used to provide information for **each** engagement:

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Detailed Scope of Work	
Dates Performed (beginning and end date)	
Engagement Partners, managers and supervisory staff	
Total Hours	
Name and telephone number of the principal client contact	
Indicate if it was a joint or shared agreement.	
Indicate if a GFOA Certificate of Achievement for Excellence in Financial Reporting was submitted or earned.	

6. Specific Audit Approach and Schedule

The proposal must set forth a general work plan, including an explanation of the audit methodology to be followed. Proposers must provide the following information with details regarding their audit approach:

- a) Proposed segmentation of the engagement
- b) Level of staff to be assigned and number of hours to be assigned to each proposed segment of the engagement
- c) Extent of use of Electronic Data Processing (EDP) software in the engagement including the ability to audit through the computer
- d) Type and extent of analytical procedures to be used in the engagement
- e) Approach to be taken to gain and document an understanding of the City's and HBCRA's internal control structure
- f) Sample size and the extent to which statistical sampling is to be used in the engagement
- g) Approach to be taken in determining laws and regulations subject to audit test work
- h) The proposal must identify and describe any anticipated potential audit problems, the firm's approach to resolving the problem and any special assistance that will be requested from City and HBCRA staff.
- i) Schedule for initiation and completion of each segment.

AUDIT SERVICES

CITY OF HALLANDALE BEACH

AND HBCRA

EXHIBIT I – SCOPE OF SERVICES

7. Past Performance (References)

The City will send the references your firm provided a request for verification via email within no later than two (2) business days from receipt of proposal. If verification of references is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid and the points for references will be affected.

Please make sure that the references listed in your firm's response are aware they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with the firm's proposal.

Each firm must also list the following information for each of the references provided.

- Name of agency for which work was provided.
- Name of Reference charged with managing said project.
- Type of audit. Year audit started and was completed.
- Total cost of audit, including additional charges
- Phone # for Reference).
- Updated email address for Reference.

8. Cost Proposal

The cost proposal will be evaluated based on the **Grand Total All Inclusive Maximum Price** seen in the Cost Proposal Sheets below on pages 22-23. The Cost Proposal Sheets must be utilized for the submission of your firm's Cost. Cost Proposal will be evaluated utilizing the equation seen in the example below:

EXAMPLE

- Lowest Cost Proposed gets Total Points = 30 points
- Lowest Cost submitted is \$100,000 and the Proposer's Proposed Cost being evaluated is \$150,000 = So $\$100,000 / \$150,000 = .70$
- $.70 * \text{total \# of points for cost criteria which is } 10 = .70 * 30 = 21$ which would be the total # of points this Proposer's cost would receive.

9. Local City of Hallandale Beach Vendor Preference (LVP): See Exhibit III for further details.

AUDIT SERVICES

CITY OF HALLANDALE BEACH

AND HBCRA

EXHIBIT I – SCOPE OF SERVICES

COST PROPOSAL SHEET #1:

Proposers must provide the price for services in the table below.

The Cost Proposal Sheet must contain all pricing information relative to performing the audit engagement as described in this RFP. The total all-inclusive maximum price must contain all direct and indirect costs including all out-of-pocket expenses.

CITY OF HALLANDALE BEACH

ITEM DESCRIPTION	AUDIT FEE	CAFR REPORT PREPARATION	SINGLE AUDIT FEE (When Applicable)	EXTENDED LUMP SUM FEE
Lump Sum Fee - FY17 (10/01/16 – 09/30/17)	\$	\$	\$	\$
Lump Sum Fee - FY18 (10/01/17 – 09/30/18)	\$	\$	\$	\$
Lump Sum Fee - FY19 (10/01/18 – 09/30/19)	\$	\$	\$	\$
Total All Inclusive Maximum Price for All Three Fiscal Years				\$

HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY

ITEM DESCRIPTION	AUDIT FEE	STAND ALONE REPORT PREPARATION FEE	EXTENDED LUMP SUM FEE
Lump Sum Fee - FY17 (10/01/16 – 09/30/17)	\$	\$	\$
Lump Sum Fee - FY18 (10/01/17 – 09/30/18)	\$	\$	\$
Lump Sum Fee - FY19 (10/01/18 – 09/30/19)	\$	\$	\$
Total All Inclusive Maximum Price for All Three Fiscal Years			\$

GRAND TOTAL ALL INCLUSIVE MAXIMUM PRICE	\$
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AUDIT SERVICES

CITY OF HALLANDALE BEACH

AND HBCRA

EXHIBIT I – SCOPE OF SERVICES

COST PROPOSAL SHEET #2:

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	Standard Hourly Rates
Partner	\$
Manager	\$
Supervisory Staff	\$
Other Specify	\$

I, _____, _____
 Name of authorized Officer per Sunbiz Title

of _____
 Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

 Signature

 Print Name

AUDIT SERVICES

CITY OF HALLANDALE BEACH

AND HBCRA

EXHIBIT I – SCOPE OF SERVICES

PROPOSAL EVALUATIONS:

Criteria. Your firm's response to this RFP will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission and HBCRA Board of Directors, by the City Manager/HBCRA Executive Director, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA	MAXIMUM Potential Points
1.	Minimum Qualification Requirements (MQRs) – this criteria has no points. If your firm does not provide all the required stated MQRs your firm's proposal will not be reviewed/evaluated and your submission disqualified.	
2.	Qualifications, Expertise and Experience	25
4.	Specific Audit Approach	25
5.	Past Performance (References)	10
6.	Cost Proposal	30
7.	City of Hallandale Beach Local Vendor Preference	2.5-10
	TOTAL POINTS **	100

*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

**Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral Presentations may be scheduled with the firms the Evaluation Committee determines to invite to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

SUBMITTAL DUE DATE:

Reponses are due: June 2, 2017 by no later than 11:00 am.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP # FY 2016-2017-004
AUDIT SERVICES FOR CITY OF HALLANDALE BEACH AND HBCRA

LATE PROPOSALS WILL NOT BE ACCEPTED

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which make up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, Local Vendor Preference and documentation. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department recommends that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held **May 16, 2017 at 11:00 am**, City Hall, City Commission Chambers, 400 S. Federal Highway, Hallandale Beach, FL 33009.

This meeting will be recorded and available as a public record if requested.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamaj@cohb.org no later than **May 18, 2017 at 11:00 am.**

Answers to questions received before the deadline will be released via addendum.

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

RFP DOCUMENT RELEASED	MAY 5, 2017
NON-MANDATORY PRE-PROPOSAL CONFERENCE	MAY 16, 2017 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN MAY 18, 2017 BY 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>JUNE 2, 2017</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	JUNE THROUGH JULY, 2017
ORAL INTERVIEWS – (IF REQUIRED)	JUNE THROUGH JULY, 2017
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	AUGUST 2017
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

AUDIT SERVICES

CITY OF HALLANDALE BEACH

AND HBCRA

EXHIBIT I – SCOPE OF SERVICES

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the Form Contract found in Exhibit II. Insurance requirements must be held for the life of the Contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5 of the form contract.

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), contact Tom Camaj at the Procurement Department, (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written Addendum.