

RFP # L-37-16
PROPOSAL FOR INDEPENDENT AUDITING SERVICES
EXHIBIT I

THIS DOCUMENT MUST BE COMPLETED AND RETURNED TO THE CITY IN
THE ORDER PRESENTED HEREIN.

(Proposer may insert additional lines to the response where applicable)

Cover Page

- A. Proposal Response Requirements (ITEMS 1-25)
- B. Highly Desirable Functions/Services (ITEMS 26-32)
- C. Acknowledgment of Addendum

RFP # L-37-16

PROPOSAL FOR INDEPENDENT AUDITING SERVICES

SUBMITTED TO: City of Pompano Beach
Purchasing Office
1190 N.E. 3rd Avenue, Building C (Front)
Pompano Beach, Florida 33060

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

We (I), the undersigned, hereby agree to furnish the item(s)/service(s) described in the Request for Proposal. We (I) certify that we(I) have read the entire document, including the Scope of Work, Additional Requirements, Supplemental Attachments, Instructions to Proposers, Terms and Conditions, and any addenda issued. We agree to comply with all of the requirements of the entire Request for Proposals.

	<u>Check One</u>
Company Name _____	<input type="checkbox"/> Corporation
Address _____	<input type="checkbox"/> Partnership
City, State, Zip _____	<input type="checkbox"/> Individual
Telephone No. _____	<input type="checkbox"/> Other
Fax No. _____	
Email address for above signer (if any) _____	
Federal Tax ID Number _____	
Typed/Printed Name and Title _____	
Authorized Signature _____	

If Proposer is a corporation, answer the following:

- a) Date of Incorporation (MM/DD/YY): _____
- b) State of Incorporation: _____
- c) President's name: _____
- d) Vice President's name: _____
- e) Secretary's name: _____
- f) Treasurer's name: _____
- g) Name and address of Resident Agent: _____

A. PROPOSAL RESPONSE REQUIREMENTS (ITEMS 1-24)

The Proposer's response to the City's RFP **MUST** consist of the following and be presented in the following order. Failure to include these items will deem the bid non-responsive:

1. Statement of Qualifications and Introduction [MAXIMUM 1 PAGE]:

This section will summarize, in a brief and concise manner, the Proposer's understanding of the RFP, and the City's objective and general qualifications of firm(s) to submit a proposal. The section should name all of the persons authorized to make presentations for the Proposer, including the titles, addresses, and telephone numbers. Proposed joint ventures should be made clear in this section.

2. PRICE PROPOSAL FORM

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

COMBINING SCHEDULE - ALL SERVICES

TOTAL ALL-INCLUSIVE MAXIMUM PRICE FOR EACH AUDIT ENGAGEMENT

<u>Nature of Service To Be Provided</u>	<u>Total Price*</u>
Audit of the 2016 Financial Statements	
Audit of Schedule of Expenditures of Federal Awards and State Financial Assistance	_____
	=====

*Please note that this price should reflect an assessment of all accounting pronouncements and accounting and auditing standards issued as of the RFP submission date and the anticipated impact of such on the engagement.

EACH SERVICE DESCRIBED IN THE RFP SHOULD BE SUPPORTED BY AN INDIVIDUAL SCHEDULE IN THE FORMAT PROVIDED ON PAGE 5 OF THIS EXHIBIT.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

NOTE: By submitting a proposal your firm agrees to abide to the terms of the Audit Engagement Agreement (EXHIBIT J).

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

FOR THE AUDIT OF THE 2016 FINANCIAL STATEMENTS AND SCHEDULE OF EXPENDITURES OF
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE FOR
THE CITY OF POMPANO BEACH

	Hourly Rates		Est. Hours	Fee
	Standard	Quoted		
Partners				
Managers				
Supervisory staff				
Staff				
Other (specify):				
Subtotal				
Out-of-pocket expenses:				
Meals and lodging				
Transportation				
Other (specify):				
Total				

Notes:

1. The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.
2. **All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.**

INDEPENDENCE:

3. **The Proposer should provide an affirmative statement that it is independent of the City of Pompano Beach (the City) as defined by [generally accepted auditing standards/the U.S. General Accounting Office's *Government Auditing Standards*].**

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

EXPERTISE AND EXPERIENCE:

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, for each question that follows.

5. **Number of years the firm has been in business.**

6. **Attach a copy of the State of Florida Board of Accountancy current/active license for all key professionals (senior/supervisor auditor and above) assigned to this engagement, as well as a copy of the license for the audit firm.**

7. For the firm that will be assigned the responsibility for the audit. List the most significant audit engagements performed in the last 5 years, that are similar to the engagement described in this RFP, in which the firm was the principal auditors for the engagement. Separately indicate the clients for any joint venture firms along with the same info. requested below.

Municipal Client name	Description of services rendered	Your Project Manager	Total hours	Contract Value	Fiscal Year Start/End Date	Contact Name Client	Phone Number & Email of Client

8. REFERENCES –

CITY OF POMPANO BEACH

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Provide the names, addresses, telephone numbers and e-mail addresses of at least **5 Governmental** references (of similar size to the City); in which the firm served as **principal auditors**. These should all be current clients or at least 3 should be current clients. **IN ADDITION, FIRMS MUST FORWARD THE ATTACHED "PERFORMANCE EVALUATION SURVEY" (SEE EXHIBIT L) TO THE FIVE REFERENCES NOTED BELOW FOR COMPLETION. REFERENCES MUST RETURN THIS FORM DIRECTLY TO THE PURCHASING SUPERVISOR VIA E-MAIL (Purchasing@copbfl.com) OR FAX (954)786-4168. IT IS THE RESPONSIBILITY OF THE PROPOSER TO ENSURE THIS FORM IS RETURNED. FAILURE TO DO SO WILL RESULT IN POINTS BEING DEDUCTED.**

Your Company Name _____
Address _____
City State Zip _____

REFERENCE: _____

Agency/Firm Name: _____
Address _____
City State Zip _____
Phone/Fax _____
Contact Name/Title _____

Email address: _____

Contract term: _____

Agency/Firm Name: _____
Address _____
City State Zip _____
Phone/Fax _____
Contact Name/Title _____

Email address: _____

Contract term: _____

Agency/Firm Name: _____
Address _____
City State Zip _____
Phone/Fax _____
Contact Name/Title _____

Email address:

Agency/Firm Name:

Address

City State Zip

Phone/Fax

Contact Name/Title

Email address:

Contract term

Agency/Firm Name:

Address

City State Zip

Phone/Fax

Contact Name/Title

Email address:

Contract term

9. **The firm is required to submit a copy of the report on its most recent external quality control review (Peer Review), with a statement whether that quality control review included a review of specific governmental engagements. In addition, any correspondence explaining the resulting resolution of any finding/issues must be provided.**

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

11. **The firm shall provide a sample of reports to be delivery under this engagement.**

12. **Please advise of any audit engagements for governmental clients whereby services were terminated within the past five (5) years or whereby it was mutually agreed upon to part ways between your firm and the client, prior to the official contract end timeframe, describing the nature of the circumstances.**

13. **Describe if any of your governmental clients within the last six (6) years (through fiscal year 2015) have experienced a state of financial emergency in accordance with criteria in F.S. 218.503(1), for which fiscal year this occurred, and in what management letters (fiscal year(s)) this was disclosed by your audit firm.**

14. **List the names and titles of principal supervisory and management staff, including engagement partners, other specialists and personnel who will be assigned to this engagement. Provide only a summary of the government (City/County) audit experience/qualifications, indicating experience with financial statement, single audits (experience with particular grant programs such as CDBG, Home, NSP etc.) and information**

technology ability. Resumes may be included and should also indicate any professional certifications held or memberships in professional societies. Please also provide a list of all clients to which staff to be assigned to the City's engagement will also be assigned and indicate the period of assignment (months) on those clients for the interim and final audit. Resumes should indicate each individual's compliance with continuing professional education requirements in general and for governmental audits.

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

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

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

SPECIFIC AUDIT APPROACH [MAXIMUM 4 PAGES]:

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed. In developing the work plan, reference should be made to such sources of information as City of Pompano Beach budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Proposers should provide the following information on their audit approach:

- 15. Proposed segmentation of the engagement.**
- 16. Level of staff and number of hours to be assigned to each proposed segment of the engagement, as well as total estimated hours for the overall audit engagement.**
- 17. Sample size and the extent to which statistical sampling is to be used in the engagement.**
- 18. Extent of use of EDP software in the engagement.**
- 19. Type and extent of analytical procedures to be used in the engagement.**
- 20. Approach to be taken to gain and document an understanding of the City's internal control structure.**
- 21. Approach to be taken in determining laws and regulations that will be subject to audit test work.**
- 22. Approach to be taken in drawing audit samples for purposes of tests of compliance.**
- 23. Identify and describe potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.**

OTHER [MAXIMUM 1 PAGE]:

- 24. State the location of all offices in Ft. Lauderdale, Miami and Palm Beach, as well as the number of staff in each office by area (audit, tax, consulting, etc.) and level (i.e. senior, manager, partner, audit staff, admin. etc.).**

25. State the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed on this engagement on a full-time basis and on a part-time basis, by level and area (i.e. audit, clerical etc.).

B. ADDITIONAL ITEMS THAT ARE HIGHLY DESIREABLE BUT NOT REQUIRED (ITEMS 25-30)

It is highly desirable that Proposers include this information presented below. Failure of the Proposer to exclude this information will not deem the bid unresponsive but may affect the Proposer's overall score.

26. Licensing: (attach copies if applicable)

A. FEDERAL EMPLOYERS IDENTIFICATION NUMBER _____

B. Tax Identification Number (TIN) _____

27. Will the Proposer offer consultations over the phone at no extra cost?

Yes

No

28. Are the audit papers available to authorized representatives of the cognizant Federal Audit Agency, Office of the Inspector General, the City and/or successor auditing firms at no extra charge?

Yes

No

29. Describe litigation claims (resulting from an audit engagement) involving governmental clients made against your firm during the past 5 years. Please provide the following information.

Name of Company filing the claim	Magnitude of the Claim (\$ value)	Reason For the claim	Date claim filed	Outcome

30. Give a brief description of any computer-assisted techniques expected to be used in the course of the audit.

31. Other Standards Used: List in detail, any additional standards, and/or practices that you consider worthy of consideration by the Selection Evaluation Committee in evaluating your Proposal. [MAXIMUM 1 PAGE]

32. List any free training seminars conducted by your firm/company that are available to your clients and state whether these seminars offer Continuing Professional Education (CPE) credits. Please note that the City is requesting that the proposing firm provide eight (8) hours annually of continuing professional education credits to the City's Accounting and Internal Audit staff (6) at no additional cost to the City. Proposers must indicate if they will be able to provide such and if the firm itself will host such.

C. ACKNOWLEDGMENT OF ADDENDA

Directions: Complete Part I or Part II, whichever applies.

Part I: Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum No. 1, Dated _____

Addendum No. 2, Dated _____

Addendum No. 3, Dated _____

Addendum No. 4, Dated _____

Part II: _____ No addendum was received in connection with this RFP.

Verified with City staff

Name of Staff

Date

Proposer - Name

Date

Signature