



PURCHASING DEPARTMENT
Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Florida 33948-1094

REQUEST FOR PROPOSALS
CHARLOTTE COUNTY, FLORIDA

Notice is hereby given that the County of Charlotte will be receiving sealed proposals at the Purchasing Department, Suite 344, Charlotte County Administration Complex, 18500 Murdock Circle, Port Charlotte, Florida 33948-1094 (941-743-1526), for

RFP No. 2005000278

ANNUAL FINANCIAL AUDIT
CONSTITUTIONAL OFFICERS

Charlotte County is seeking an experienced and qualified auditor to provide professional Annual Financial Audit Services for the Constitutional Officers, including the Clerk of Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Property Appraiser, as required by Florida Statute 11.45.

PRESUBMITTAL MEETING: 10:30 am. (EST), MAY 31, 2005
PURCHASING DEPARTMENT, SUITE 344

PROPOSAL DUE DATE: 5:00 p.m. (EST), JUNE 10, 2005
PURCHASING DEPARTMENT, SUITE 344

Proposal documents may be obtained by contacting Charlotte County Purchasing Department's Automated FaxBack System at (941) 623-1034, requesting Current Solicitations, document number 052782, or by accessing the Charlotte County Website at www.charlottecountyfl.com/purchasing. Any questions can be answered by contacting Cheryl Mastin, CPPB, Senior Contract Specialist at (941) 743-1526.

SunCoast Media Group
Sun Newspapers
May 17 and 24, 2005

PO # 2005002396-H



PURCHASING DEPARTMENT

Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Florida 33948-1094

Telephone (941) 743-1378
Facsimile (941) 743-1384

REQUEST FOR ADDENDA NOTIFICATION

BID NO. 2005000278

ANNUAL FINANCIAL AUDIT CONSTITUTIONAL OFFICERS

The County will attempt to notify all prospective bidders of addenda issued to the bidding documents, however, it shall be the responsibility of the bidder, prior to submitting their bid, to contact the Purchasing Department to determine if addenda were issued, acknowledging and incorporating it into their bid.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 941-743-1384, attention Cheryl Mastin, CPPB, Senior Contract Specialist. Please do not use this form if you have already ordered documentation regarding this project from our Faxback system.

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

*

**Charlotte County Purchasing Department
18500 Murdock Circle
Port Charlotte, Florida 33948-1094
941-743-1378**

**

STATEMENT OF NON SUBMITTAL

If you **do not** intend to submit a proposal on this service, please return this form to the above address immediately or fax to 941-743-1384. If this statement is not completed and returned, your company may be deleted from the Charlotte County list for this service.

We the undersigned, have declined to submit a proposal on the requested service **RFP 2005000278, ANNUAL FINANCIAL AUDIT - CONSTITUTIONAL OFFICERS** , for the following reason(s):

- Insufficient time to respond to the Request for Proposal.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Unable to meet proposal specifications.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this service.
- Other (specify below).

Remarks: _____

Company name: _____

Signature: _____

Telephone: _____ Date: _____

cm

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ANNUAL FINANCIAL AUDIT
CONSTITUTIONAL OFFICERS

RFP NO. 2005000278

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**REQUEST FOR PROPOSAL
ANNUAL FINANCIAL AUDIT
CONSTITUTIONAL OFFICERS
RFP 2005000278**

PART I - GENERAL INSTRUCTIONS

RP- 01 PURPOSE:

A. Intent of RFP - It is the intent of the County to select an experienced and qualified firm that clearly demonstrates the highest level of ability to provide auditing services.

This RFP is issued by the County to provide potential submitters with information, guidelines and rules to prepare and submit a Proposal. The Submittal must satisfy all criteria established in the RFP to qualify for evaluation.

B. Time and Date Due - Charlotte County will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until 5:00 p.m. (EST), June 10, 2005.

C. In order to insure that all prospective proposers have sufficient information and understanding of the County's needs, a **Pre-submittal Conference will be held on May 31, 2005 @ 10:30 a.m. (EST), in the Purchasing Department, Suite 344, Administration Complex, 18500 Murdock Circle, Port Charlotte, Florida.**

RP- 02 CONTRACT AWARDS: The County anticipates entering into a contract with one (1) firm that submits the proposal judged to be most advantageous to the County. The selected firm shall be required to sign a formal agreement in the standard form currently used by Charlotte County for Professional Services.

The proposer understands that this Request for Proposal (RFP) does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the Board of Commissioners and both parties execute a contract.

RP- 03 DEVELOPMENT COSTS: The County shall not be liable for any expense incurred in connection with preparation of a response to this RFP. Proposers should prepare a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

RP- 04 INQUIRIES: The County will not respond to oral inquiries. Proposers may submit written or faxed inquiries regarding this RFP to the Purchasing Department, 18500 Murdock Circle, Suite 344, Port Charlotte, Florida 33948; Fax No. (941) 743-1384, or they may be addressed at the pre-submittal conference. The County will respond to written or faxed inquiries received at least five (5) working days prior to the RFP due date.

The County will record its responses to inquiries and any supplemental instructions in the form of written addenda and will send written addenda to all proposers who received the RFP. It shall be the responsibility of the proposer, prior to submitting their proposals, to contact the Purchasing Department to determine if addenda were issued, acknowledging and incorporating them into their proposal.

RP- 05 PROPOSAL SUBMISSION AND WITHDRAWAL: The County will receive proposals at the following address:

Director of Purchasing
Charlotte County Administration Complex
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposal by notifying the County in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to provide Charlotte County the services set forth in these specifications until one of the proposals has been accepted by the Board of County Commissioners. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

RP- 06 PROPOSAL RESTRICTIONS:

A. In order to control the cost of preparation, submittals will be restricted to a maximum of fifty (50) pages, one sided, excluding cover letter, index, resumes, dividers and the required forms.

B. Charlotte County Seal: In accordance with Ordinance # 96-002, the manufacture, use, display or other employment of any facsimile or reproduction of the Charlotte County Seal, without the express, prior, written approval of the Board of County Commissioners of Charlotte County, Florida, is hereby declared to be unlawful and punishable as a Second Degree Misdemeanor as provided in Section 165.043, Florida Statutes.

RP- 07 DRUG FREE WORKPLACE: Charlotte County is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

RP- 08 PUBLIC ENTITY CRIMES STATEMENT: In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

RP- 09 TERMINATION / CANCELLATION: Either party may, without cause or liability, terminate this Agreement upon giving of 120 days' written notice of its intent to terminate to the other party.

RP- 10 RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County shall be the sole judge of the proposal and the resulting agreement that is in its best interest, and its decision shall be final.

The County reserves the right to accept or reject any or any part of the submissions, if it is deemed in the best interest of the County. The County, in its sole discretion, may expand the scope of work to include additional requirements. The County reserves the right to investigate, as it deems necessary to determine the ability of any firm to perform the work or services requested. The firms, upon request shall provide information the County deems necessary in order to make a determination.

It is the County's intent, pending successful negotiation with the top-ranked firm to award to a single firm. Should the County and the top-ranked firm fail to successfully reach a negotiation for services on any individual project, negotiation for that project may be initiated with the firm that is ranked second, and if that fails, to the third ranked firm.

RP- 11 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: Charlotte County, Florida, in accordance with the provisions of Title VI of the Civil Rights Act of 1 964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CAR, Part 8) issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

All firms are hereby notified that the successful Proposer (Contractor) must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate this Contract upon receipt of evidence of discrimination.

RP- 12 PAYMENT: Request for payment must be submitted to the Charlotte County Purchasing Department on a form approved by the County in accordance with contract documents. Price shall be net and all invoices payable according to the Florida Prompt Payment Act (F.S.218.74).

RP- 13 PERFORMANCE EVALUATION: At the end of the Contract, the receiving department will evaluate the successful proposers' performance. This evaluation will become public record.

RP- 14 INSURANCE REQUIREMENTS: The successful firm shall be required to supply, at their cost, the following minimum insurance coverage:

- **Workers' Compensation:** Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$ 100,000 each accident.
- **Proof of Professional Liability** Insurance with minimum one million dollars (\$1,000,000) in coverage for this project.
- **Public Liability Insurance:** Bodily injury and property damage, Combined Single Limits (CSL) of \$1,000,000 minimum.
- **Charlotte County** is to be named additional insured on Public Liability Policies. Certification of same shall be required.
- Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.

END OF PART I

PART II -SCOPE OF SERVICES

RP-15 PROJECT DESCRIPTION: This project involves an experienced and qualified Auditor providing professional Annual Financial Audit services for the Constitutional Officers, as required by Florida Statute 11.45.

RP-16 PROJECT SCOPE: Charlotte County is a political subdivision of the State of Florida. It is governed by an elected Board of County Commissioners. In addition to the members of the Board, there are five (5) elected Constitutional Officers: Clerk of Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector. The Constitutional Officers maintain separate accounting records and budgets.

A. The entities to be audited under this RFP include five (5) elected Constitutional Officers and associated Federal and State grants:

- Clerk of Circuit Court
- Property Appraiser
- Sheriff
- Supervisor of Elections
- Tax Collector

The Constitutional Officers reported on the following funds in fiscal year ended September 30, 2004:

Fund Type	Clerk of Circuit Court	Property Appraiser	Sheriff	Supervisor Elections	Tax Collector
General Fund	1	1	1	1	1
Special Revenue Funds	8	1	7	--	--
Debt Service Funds	1	--	--	--	--
Agency Funds	8	--	5	--	5
Total revenues for fiscal year 2004	\$7,250,351	\$4,350,636	\$2,748,496	\$10,678	\$6,028,661
Total budgeted expenditures for fiscal year 2004	\$11,406,080	\$4,304,189	\$38,982,502	\$1,496,315	\$4,292,197

The County participates in the Florida Retirement System, a cost sharing multiple employer plan.

The County prepares its budgets on a modified accrual basis.

The Clerk of Circuit Court maintains an Internal Audit Department. The department performs financial and compliance audits in the Clerk of Circuit Court and Board of County Commissioners areas. It is not anticipated that the Internal Audit personnel will be actively involved in the financial audit process.

The Constitutional Officers maintain separate systems, which vary in hardware and software application.

Prior year comprehensive annual financial reports are available for review at the Charlotte County Board of Commissioners Purchasing Department, 18500 Murdock Circle, Suite 344, Port Charlotte, FL 33948.

Reporting Requirements

- A. Criteria - Section 11.45, Florida Statutes, requires each local government entity to have completed, within twelve (12) months of the fiscal year-end, an annual financial audit of its accounts and records (see "B" below). The County is soliciting proposals from qualified certified public accounting firms to audit its financial statements for the three (3) fiscal years ending September 30, 2005 to September 30, 2007. These audits are to be performed in accordance with:
1. Section 11.45, Florida Statutes, and other applicable statutes;
 2. Regulations of the Florida Department of Banking and Finance;

3. Rules adopted by the Auditor General for form and content of local government entity audits (Chapter 10.550 and 10.600, Rules of the Auditor General);
 4. Statements issued and adopted by the Governmental Accounting Standards Board;
 5. Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;
 6. Government Auditing Standards published by the Comptroller General of the United States;
 7. Audit and Accounting Guide - Audits of State and Local Governmental Entities published by the American Institute of Certified Public Accountants;
 8. Single Audit Act of 1984, Public Law 98-502 and amendments of 1996, Public Law 104-156;
 9. United States Office of Management and Budget (OMB), Circular No. A-133, and any other applicable circular issued by OMB;
 10. Statements and interpretations issued by the Financial Accounting Standards Board, if applicable;
 11. Provisions of any other rule, regulation, statute, ordinance, or order which may pertain to the engagement;
 12. Costs must reflect the Grants Single Audit requirements of both Federal and State grants which includes: \$300,000 threshold triggering an audit, risk based approach to determine major programs, minimum major program coverage of 50% (25% for low-risk auditees) of Federal awards expended.
- B. The County will send its Comprehensive Annual Financial Report to the Government Finance Officers Association for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the Auditor will not be required to provide assistance to the County to meet the requirements of this program, other than completion of their responsibilities and delivery of all audit opinions and reports in a timely manner to allow for the County to deliver with applicable deadlines. The deadline for this submittal is March 31. Timing of work shall be coordinated in order to allow the County to assemble the Comprehensive Annual Financial Report to meet this deadline.
- C. The schedule of federal financial assistance and related Auditors' report, as well as the reports on internal and State controls and compliance are not to be included in the Comprehensive Annual Financial Report, but are to be issued separately, along with the management letter, and included in the County's Annual Financial Report.
- D. The Accounting personnel of the various elected officials' offices will prepare and provide copies of working trial balances used to prepare the financial statements. The financial reports and footnotes will be typed by the Charlotte County Clerk of the Circuit Court (Clerk's Office). The Constitutional Officers' financial reports will be prepared by the Auditor for the Constitutional Officers. The financial reports for the Board of County Commissioners will be prepared by the Clerk's Office. The Federal and State Assistance Reports will also be prepared by the Clerk's Office. The County's accounting personnel will be available during the audit to assist the Auditor by providing information, documentation, and explanations. The assigned accounting personnel will also coordinate any meetings with or information needed from other County personnel.
- E. Office space will be provided at each elected official's office from October through completion of the audit of their records.
- F. The Auditor shall provide the following:
1. A Report of Independent Accountants on the special-purpose financial statements for each elected office, in conformity with generally accepted accounting principals.
 2. Independent Accountant's Report on Compliance and on Internal Control over Financial Reporting based on the Audit of Financial Statements performed in accordance with *Government Auditing Standards* for each constitutional office, as applicable to this RFP.
 3. Independent Accountant's Report on Compliance with Requirements Applicable to Each Major Program, Internal Control over Compliance in Accordance with OMB Circular A-133 and Schedule of Expenditures of Federal Awards, if applicable.

4. Independent Auditor's Report on Examination of Management's Assertion about Compliance with Specified Requirements.
 5. A report on the Schedule of State Grant and Aid Appropriations, if applicable.
 6. Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations, if applicable.
 7. A Management Letter as required by Section 11.45(3)(a) 4, Florida Statutes and defined in Rule 10.554, Rules of the Auditor General. The draft of the management letter is to be discussed with key staff members before its issuance in final form.
- G. Time table: All reports applicable to this RFP shall be delivered based on a schedule as agreed to by the County and the Auditor. In any case, this shall be no later than December 15, following each fiscal year end for the Constitutional Officers; and January 31 for the Comprehensive Annual Financial Report for the Board of County Commissioners, along with the Management Letter.

OTHER CONSIDERATIONS:

Irregularities and illegal acts - Auditors shall be required to make an immediate, written report to the County Administrator, or appropriate elected official, of any irregularities and illegal acts or indications of illegal acts of which they become aware.

Working, Paper Retention and Access to Working, Papers - All working papers and reports must be retained **at the Auditor's expense** for a minimum of three (3) years, unless the firm is notified in writing by the County 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:

The Board of County Commissioners
 The Clerk of Circuit Court
 The Tax Collector
 U.S. General Accounting Office (GAO)

The Supervisor of Elections
 The Property Appraiser
 The Sheriff

Parties designated by the Federal or State governments or by the County as part of an audit quality review process
 Auditors of entities of which the County is a subrecipient of grant funds

RP-17 PROJECT GUIDELINES AND CRITERIA: 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 County. However, in either case, the County will retain the right to approve or reject replacements.

Consultants mentioned in response to this Request for Proposal can only be changed with the express prior written permission of the County, which will retain the right to approve or reject replacements.

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

RP-18 RESERVED RIGHTS: The County reserves the right to accept or reject any or all submissions, or to accept all or any part of the submission, if it is deemed in the best interest of the County. The County, in its sole discretion, may expand the scope of work to include additional requirements. The County reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. Information the County deems necessary in order to make a determination shall be provided by the firms upon request.

RP-19 TERM OF CONTRACT: This contract will become effective immediately upon approval of the contract by the Board of County Commissioners and will remain in effect through the completion of work for fiscal year ended September 30, 2007. The contract may be renewed for two (2) additional one (1) year terms, by mutual consent, at the same prices, terms and conditions.

END OF PART II

PART III - PROPOSAL FORMAT & EVALUATION METHOD

RP-20 RULES FOR PROPOSALS:

A. The proposal must name all persons or entities interested in the proposals as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. Following is an excerpt from Charlotte County Resolution # 95-025 and applies to this proposal: **"Any questions regarding a project or submittal shall be directed to the designated person in the Purchasing Department for a response. There shall not be any contact between a proposer and any member of the selection committee or negotiating committee or any member of the Board of County Commissioners regarding the project or proposal submitted by any proposer. Should any member of the selection or negotiation committee initiate contact or fail to report any contact, such committee member may be subject to disciplinary action up to and including dismissal. Any proposer contacting any committee member or member of the Board of County Commissioners regarding a submitted proposal, is subject to sanctions up to and including having the County disqualify that firm's submittal".**

C. For your information, the members of the Professional Services Committee for this project are as follows:

John Davenport, Sheriff (or designed representative)
Frank Desquin, Property Appraiser (or designed representative)
Sara Devos, Chairman of Board of County Commissioners (or designed representative)
Mac Horton, Supervisor of Elections (or designed representative)
Vickie L. Potts, Tax Collector (or designed representative)
Barbara T. Scott, Clerk of the Circuit Court (or designed representative)

RP-21 PROPOSAL FORMAT: Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 15 and 16.

RP-22 PROPOSAL REQUIREMENTS: In addition to the information required in the Consultant Evaluation Form, provide the following information:

1. Project: RFP #2005000278 ANNUAL FINANCIAL AUDIT
CONSTITUTIONAL OFFICERS
2. FIRM NAME:
ADDRESS
TELEPHONE NO.
CONTACT PERSON
3. If this is to be a joint venture, or sub-consultants will be used, give name, address, telephone number, and contact person.
4. Independence - The Consultant shall provide an affirmative statement that it is independent of the County as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. The firm has no conflict of interest with regard to any other work performed by the firm for the County.
5. Licensing - An affirmative statement shall be included that the Consultant and all assigned key professional staff are properly licensed to practice in Florida.
6. Expertise and Experience - The firm's past experience and performance on comparable government engagements. A minimum of seven (7) years' experience in local government financial audits is required.
 - a. The Consultant will state the size of the firm; the size of the firm's governmental audit staff; the location of the office from which the work on this engagement is to be performed; the number, governmental experience, and nature of the professional staff to be employed in this engagement on a full-time basis; and the number of staff to be so employed on a part-time basis.
 - b. If the Consultant is a joint-venture or consortium, the qualifications of each firm comprising the joint-venture or consortium should be separately identified and the firm that is to serve as the principal Auditor should be noted, if applicable.
 - c. Similar Engagements with Other Governmental Entities - For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 5) performed in the last five (5) years that are similar to the

engagement described in the proposal. These engagements should be ranked on the basis of total staff hours. Indicate a summary of the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

- d. Prior Engagements with the County - List separately all engagements with the County for the last five (5) years, ranked on the basis of total staff hours, by type of engagement (i.e., audit, management advisory services, other). Indicate a summary of 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.
 - e. 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 governmental engagements.
 - f. Provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years.
 - g. 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 if applicable.
 - h. Provide a summary of any litigation filed against the consultant in the past three (3) years which is related to the services that consultant provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved.
7. Partner and Supervisory Staff Qualifications and Experience – Partner and Supervisory Staff members on the project must have at least six (6) months experience, and have completed one (1) county agency (as defined in Florida Statute Section 11.45(l)(a) annual financial audit.
- a. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Florida. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
 - b. Provide all relevant information regarding the number, qualification, experience and training, including relevant continuing professional education of the specific staff to be assigned to this engagement. Indicate how the quality of staff over a three (3) to four (4) year term of the contract will be assured.
8. Identification of Anticipated Potential Audit Problems - Identify and describe any anticipated potential audit issues or considerations, the firm's approach to resolving these issues, and any special assistance that will be requested from the County.
9. Specific Audit Approach - The consultant should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required. In developing the work plan, reference should be made to such sources of information as the County's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Consultants will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Type and extent of analytical procedures to be used in the engagement.
- d. Approach to be taken to gain and document an understanding of the County's internal control structure.
- e. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- f. Firm's philosophy on staff rotation.

NOTE: All responses to this proposal shall be made in this format. Do not attach firm brochures or any other documents as exhibits.

Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted in one (1) original form plus eight (8) signed copies and placed in a sealed package clearly marked on the outside **"RFP 2005000278 ANNUAL FINANCIAL AUDIT - CONSTITUTIONAL OFFICERS.**

RP-23 EVALUATION METHOD AND CRITERIA:

A. General - The County shall be the sole judge as to the merits of the proposal, and the resulting agreement. The County's decision will be final.

The County's evaluation criteria will include, but shall not be limited to, considerations listed on **PROPOSAL REQUIREMENTS**, (as listed above). As mentioned in **PROPOSAL FORMAT**, the proposals should be prepared using the format outlined in the Consultant Evaluation Form on page 15 and 16.

Auditors are advised, and should take into account in the preparation of their proposals, that in the evaluation of auditors, qualifications by the External Auditor Selection Committee shall include, but are not limited to, consideration of such factors as: experience; capabilities; past record; past performance; adequacy of personnel; ability of professional personnel; willingness and ability to meet time and budget requirements; recent, current and projected workload; the volume of work previously awarded by the County; location; approach to the project; ability to furnish the required services; ability to coordinate and control the production and quality of work required for this project; and such other factors as may be determined by the External Auditor Selection Committee to be applicable to the particular requirements of the project for which the professional services have been requested.

B. Selection - The Professional Services Committee shall evaluate the proposals submitted by all firms. A short list of proposals will be ranked in order and may be selected for public presentation to the committee. Final approval will be by the Board of County Commissioners.

RP-24 ANTICIPATED SCHEDULE: The projected schedule of events for this proposal is as follows:

05/17/05 & 05/24/05	County advertises for proposals
05/31/05	Pre-Submittal meeting
06/10/05	Proposal due date
06/16/05	Professional Svs. Committee short lists firms

**CONSULTANT EVALUATION FORM
CHARLOTTE COUNTY, FLORIDA**

PROJECT DESCRIPTION		ANNUAL FINANCIAL AUDIT CONSTITUTIONAL OFFICERS			DATE
PROJECT LOCATION		Charlotte County, Florida			PROJECT NO: RFP # 2005000278
Evaluation Criteria		Value	Assigned Value	Weight	Score
I. EXPERTISE AND EXPERIENCE A. Size of firm/governmental staff, full-/part-time staff, nature of staff B. Qualifications of joint-venture or consortium firms C. Similar engagements with governmental entities D. Prior engagements with Charlotte County E. Quality control F. Federal/state desk review results, field review results G. Disciplinary actions H. Litigation against firm		1 - 5	_____	X 36	= _____
II. PARTNER & SUPERVISORY STAFF QUALIFICATIONS AND EXPERIENCE A. At least six months experience B. Completion of at least one county agency annual financial audit C. Florida CPA D. Continuing professional education E. Membership in relevant professional organizations F. Assurance of quality of staff		1 - 5	_____	X 27	= _____
III. SPECIFIC AUDIT APPROACH A. Work plan B. Proposed segmentation of the engagement C. Staff level/hours for each segment D. Type/extent of analytical procedures E. Approach to understand County's internal control structure F. Approach to determine laws/regulations to be subject to audit test work G. Firm philosophy on staff rotation H. Reference to information sources		1 - 5	_____	X 25	= _____
IV. LOCATION AND FACILITIES OF WORKING OFFICE(S) A. Prime Firm /Local Value of 5 B. Prime Firm/Non-local Value of 0		0 or 5	_____	X 10	= _____

V. MINORITY BUSINESS A. Certified Minority Value of 5 B. Non-Certified Value of 0	0 or 5	_____	X 2	= _____
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REMARKS: The value assigned is judged on a scale of 1 through 5, with 5 being the highest possible value.

SIGNATURE OF CHAIRMAN	SIGNATURE OF PROJECT DIRECTOR
SIGNATURE OF MEMBER	SIGNATURE OF MEMBER
SIGNATURE OF MEMBER	SIGNATURE OF MEMBER
SIGNATURE OF MEMBER	SIGNATURE OF MEMBER

TOTAL SCORE _____

END OF PART III

**PART IV - SUBMITTAL FORMS
PROPOSAL SUBMITTAL SIGNATURE FORM**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the County. The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request, and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. ___ Dated _____ Addendum No. ___ Dated _____ Addendum No. ___ Dated _____

1.	Project Team Name and Title	Years experience	City of office individual will work out of for this project	City individual's office is normally located	City of individual's residence
2.	Magnitude of Company Operations				
	A) Total professional services fees received within last 24 months:			\$	
	B) Number of similar projects started within last 24 months:				
	C) Largest single project to date:			\$	
3.	Magnitude of County Projects				
	A) Number of current or scheduled County Projects				
	B) Payments received from the County over the past 24 months			\$	
4.	Sub-Consultant(s) (if applicable)	Location	% of Work to be Provided	Services to be Provided	

NAME OF FIRM _____
(This form must be completed and returned)

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____
does: (name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

END OF PART IV