



Florida's Warmest Welcome

**CITY OF POMPANO BEACH  
REQUEST FOR PROPOSALS  
L-37-16**

**INDEPENDENT AUDITING SERVICES**

**RFP OPENING: MAY 18, 2016 2:00 P.M.  
PURCHASING OFFICE  
1190 N.E. 3RD AVENUE, BUILDING C (Front)  
POMPANO BEACH, FLORIDA 33060**

## **NOTICE TO PROPOSERS**

April 19, 2016

### **REQUEST FOR PROPOSALS**

Notice is hereby given that the City of Pompano Beach is seeking sealed proposals from qualified firms to provide:

#### **INDEPENDENT AUDITING SERVICES**

##### **RFP # L-37-16**

This solicitation may be obtained at no charge from the City's web site <http://www.pompanobeachfl.gov>. Solicitation packages are only available electronically; a paper file copy is available for review in the Purchasing office. Copies of the City's financial statements can be obtained from the City's website at <http://pompanobeachfl.gov/index.php/pages/finance/finance>.

Sealed submittals for the above will be received in the Purchasing Office at 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060, until **2:00 p.m. (local), May 18, 2016**.

Envelopes must be sealed and plainly marked:

##### **RFP # L-37-16**

#### **INDEPENDENT AUDITING SERVICES**

The City Commission of the City of Pompano Beach reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposals as they may deem to be in the best interest of the residents of the City of Pompano Beach.

The completed and signed proposal (together with all required attachments) must be returned to City on or before the time and date stated herein. All Proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Any alteration, erasure, or interlineations by the Proposer in this RFP shall constitute cause for rejection. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this RFP. Failure to do so may result in disqualification of the proposal.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interest of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection herein.

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## REQUEST FOR PROPOSALS

### INDEPENDENT AUDITING SERVICES

#### SECTION I – OVERVIEW AND PROPOSAL SUBMITTAL PROCEDURES

##### A. SUBMITTAL

1. The City of Pompano Beach (the City) will receive proposals until **2:00 p.m. (local), May 18, 2016** for the purpose of obtaining the services of a qualified firm to provide "INDEPENDENT AUDITING SERVICES."
2. These proposals will be publicly opened in the City's Purchasing Office, located at 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060 at the above stated time and date, in the presence of City officials. All proposers who submit a proposal to the City's "INDEPENDENT AUDITING SERVICES" RFP or their representatives are invited to be present.
3. Any proposals received after the above stated time and date will not be considered. It shall be the Proposer's sole responsibility to have the proposal delivered to the City's Purchasing Office for receipt on or before the above stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for its timely delivery to the City's Purchasing Office. Late proposals will not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposers request and expense.
4. Each Proposer will examine all Request for Proposal (RFP) documents and will judge all matters relating to the adequacy and accuracy of such documents. All questions regarding the RFP are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email [purchasing@copbfl.com](mailto:purchasing@copbfl.com). All questions must include the inquiring firm's name, address, telephone number and RFP name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. No further questions will be accepted after this date. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal.
5. The proposal shall be submitted in a sealed package to the Purchasing office, City of Pompano Beach, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, clearly marked on the outside of the package: **RFP #L-37-16 "INDEPENDENT AUDITING SERVICES"** and addressed to:

Cassandra LeMasurier, Purchasing Supervisor  
City of Pompano Beach  
1190 N.E. 3rd Avenue, Building C  
Pompano Beach, Florida 33060

6. A visibly marked unbound original, plus six (6) bound paper copies, and two (2) electronic copies on CD of the complete proposal, must be included in the sealed package. ALL pages of the RFP must be sequentially numbered and bound. The CD must be an exact replica of the printed copies.

**7. Proposers must use the “PROPOSAL RESPONSE TEMPLATE” provided in EXHIBIT I for their submission. This will ensure uniformity among the Proposals.**

8. Proposals shall clearly indicate the legal name, address, and telephone number of the Proposer (corporation, firm, partnership, or individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer to the submitted proposal.

9. The Proposers will bear all expenses related to making proposals to the City.

10. Any proposal may be withdrawn up until the date and time set above for opening the proposals. Any proposals not so withdrawn will, upon opening, constitute an irrevocable offer for a period of 90 days from the date the proposal is opened, to provide to the City the goods or services set forth in the attached specifications until the City duly accepts one or more of the proposals. It is anticipated that the City Commission will take initial action with regard to the RFP within ninety (90) days of the proposal opening.

11. The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the City's part to award the Contract to the lowest Proposer under the criteria set forth in this RFP; and, the City reserves the right to award the contract to the most responsive/responsible Proposer submitting a proposal which is most advantageous and in the City's best interest. The City shall be the sole judge of the proposal and, its decision will be final.

12. Additional terms and conditions included with the RFP response may be evaluated or considered. If submitted either purposely through intent or design or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed that the general and special conditions in this proposal solicitation are the primary conditions applicable to this RFP. Any and all such additional terms and conditions will have secondary force and effect and are as they meet the City's applicable needs. The Proposer's authorized signature affixed to the Proposer acknowledgment form attests to this.

13. Proposers are expected to be familiar with, and comply with, all Federal, State and local laws, ordinances, codes, and regulations that may in any way affect the services offered, including the Americans with Disabilities Act, Title VII of the Civil Rights Act, the EEOC Uniform Guidelines, and all EEO regulations and guidelines. Ignorance on the part of the Proposer will in no way relieve it from responsibility for compliance.

14. The Proposer agrees, insofar as it legally may, to indemnify and hold harmless the City, its officers, employees and agents from and against any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly. If the City defends any claim, demand, cause of action or lawsuit arising out of any action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of this contracts, the contractor agrees to reimburse the City for all expenses, attorney's fees and court costs incurred in defending such claim, cause of action or lawsuit.

15. Contract - By submitting a proposal, the Proposer agrees to abide to the terms of the Audit Engagement Agreement (Exhibit J). All provisions of this Request for Proposal will also constitute a part of such agreement. The City reserves the right to reject any agreements, which do not conform, to the Request for Proposal and any City requirement for agreements and contracts.

16. Federal Identification Number - Proposer must provide the Federal Identification Number on the proposal.

17. The applicable section of the City's General Services Procedures Manual governs this solicitation. A copy of the manual is available for review at the City's Purchasing Office at the address stated within this RFP and on the Purchasing page of the City's website.

18. The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a "Drug Free Workplace" as outlined in Florida Statute, Section 287.087.

19. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

20. Pricing for Subsequent Contract Years (2 though 5) - The audit fees for subsequent fiscal years may be adjusted using the change in the Consumer Price Index for All Urban Consumers – all items (city average) as published by the U.S. Department of Labor Statistics or its successor agency for the twelve months ending March of each year to be effective for the next year's engagement. Such adjustment shall not exceed 3%.

21. Manner of Payment - Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's dollar cost proposed. Interim billing shall cover a period of not less than a calendar month.

22. Rates for Additional Professional Services - If it should become necessary for City to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm or outlined in a separate engagement letter or contract. Any such additional work agreed to between City and the firm shall be performed, at the same rates (or lower rates as may be proposed) set forth in the schedule of fees included in the dollar cost bid.

23. Proposers must provide a valid e-mail address where it is acceptable to receive official notices or correspondence from the City with regard to this RFP.

## **B. Sources of Additional Information**

Additional information regarding the City may also be obtained from the following website links:

**Comprehensive Annual Financial Reports:**

<http://pompanobeachfl.gov/index.php/pages/finance/finance>

**Annual Budget:** <http://pompanobeachfl.gov/index.php/pages/budget/budget>

**General Information:** <http://pompanobeachfl.gov/>

## **SECTION II - SCOPE OF PROPOSAL**

### **A. General**

The City of Pompano Beach (the City) is soliciting the services of qualified firms of Independent Certified Public Accountants to audit the financial statements for the City for the fiscal year ending September 30, 2016 and any required Special Reports such as Grants or other compliance reporting, as well as auditing those financial statements and other Special Reports for each of the four subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this Request for Proposals.

### **B. Scope of Work to be Performed**

1. The City desires the independent auditor to express an opinion on the fair presentation of the basic financial statements of the City in conformity with generally accepted accounting principles.
2. The City also desires the auditor to express an opinion on the fair presentation of its government-wide and fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the government-wide and fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

3. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.
4. The auditor is required to audit the schedule of expenditures of Federal and State awards in accordance with the Federal (and OMB Super Circular) and Florida Single Audit Act, respectively.
5. The auditor is not required to audit the Pension Trust Fund for the Police and Firefighters Retirement System and the General Employees Retirement System, as these Funds will be audited by other independent auditors who will furnish their report to the principal Independent Auditor during the engagement.
6. The auditor is required to coordinate in a timely manner, any additional procedures to be performed for the City's two pension plans, for participant data to be tested, as a result of GASB Statement 68, *Accounting and Financial Reporting for Pensions-an amendment of GASB Statement No. 27* and GASB Statement 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date, an Amendment to GASB Statement No. 68*.

### **C. Auditing Standards To Be Followed**

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

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

Any updates of, or amendments to, these described auditing standards are to be incorporated in future audits performed by the selected auditor performing auditing engagements for the City in future fiscal years. Proposed fees must incorporate all required audit procedures, relative to all regulations in effect, and issued, as of the date of the closing of this Request for Proposals, to include all GASBs issued to date.

### **D. Reports to be Issued**

Following the completion of the audit of the City's financial statements for the fiscal year ending September 30<sup>th</sup>, the auditor shall issue, where applicable:

1. A Report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States, pursuant to an audit conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

2. Single Audit Reports to encompass:
  - 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*.
  - A Report on Compliance for Each Major Federal Program and State Project; Report on Internal Control Over Compliance; Report on the Schedule of Expenditures of Federal Awards and State Financial Assistance Required By OMB Super Circular and Chapter 10.550, *Rules of the Florida Auditor General*.
3. Management Letter in Accordance with Chapter 10.550, *Rules of the Florida Auditor General*.
4. Report to the City Commission to make required written communications to the City's governing board.

Irregularities and illegal acts. The auditors shall be required to make an immediate, written report to the City Manager and the City Commission, if appropriate, of all irregularities and illegal acts or indications of illegal acts of which they become aware.

Reporting to the City Commission. Auditors shall also disclose the following (and any additional disclosures as regulated as mandatory):

1. The auditor's responsibility under generally accepted auditing standards, and assurances that the independent auditor is currently licensed, and that the members of the audit team have the minimum required Continuing Professional Education credits required for performing audits under Governmental Auditing Standards.
2. Significant new or changes in accounting policies and implementation.
3. Significant management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

City Commission Presentation - The Auditor shall also make a formal presentation to the City Commission at a City Commission meeting summarizing the results of the reports.

## E. Special Considerations

1. The City will send its Comprehensive Annual Financial Report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide any special assistance deemed necessary to the City in order to meet the requirements of that program.
2. The City currently anticipates it may prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor may be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters", at no additional cost to the City. The City would like the Auditor to assume the cost of such requirement. Should an additional cost be necessary, the Auditor should state the cost per letter in the bid response.
3. The Schedule of Expenditures of Federal Awards and State Financial Assistance Projects and related auditor's report, as well as the reports on compliance and internal controls must be issued as a separate report from the CAFR. The auditor is required to provide an unsecured and searchable pdf file for the single audit report. A copy of the 2014 and 2015 single audit report has been included at **Exhibit K. The City has qualified as a low risk auditee and has not had any findings or questioned costs for the past four fiscal years.**
4. **The City has not had any management letter findings/recommendations for fiscal years 2015, 2014, 2012 and 2011 and just one (1) observation for fiscal year 2013 relative to password configuration.** The auditor will be required to provide an unsecured and searchable pdf file of the management letter.
5. The City's CAFR and Schedule of Expenditures of Federal Awards and State Financial Assistance Projects are prepared by the City's Finance Department.
6. The City's Finance Department utilizes Caseware to prepare its CAFR.
7. The Auditor shall be required to provide for at least eight (8) hours of continuing education credits, at no cost to City, for six (6) Finance and Internal Audit staff members.

## Performance Standards

1. All responses to any City questions or inquiries should occur within two (2) business days of notification to auditor.
2. The Auditor shall respond to any emergency request for service within eight (8) business hours.
3. The Auditor shall turn around review comments to drafts of the financial statements provided within eight (8) business days from the receipt of such drafts.
4. The deadlines in Section IV must be met, unless mutually agreed.
5. The Auditor will be responsible for the reproduction (printing) of the City's CAFR and single audit reports/management letter and proposed fees such incorporate such requirement.
6. The Auditor will be responsible for weekly progress meetings with the Controller during fieldwork.

7. The Auditor will be evaluated by City staff on a regular basis regarding the quality of service and the timeliness of data exchange. Failure to comply with these requirements will constitute a material contract breach and may result in contract termination.

## **F. 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 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:

1. City of Pompano Beach
2. U.S. Department of Housing and Urban Development
3. U.S. General Accounting Office (GAO)
4. Auditor General of the State of Florida
5. Parties designated by the federal or state governments or by the City as part of an audit quality review process.
6. 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, reporting or auditing significance at no additional charge to City.

## **SECTION III - DESCRIPTION OF THE GOVERNMENT**

### **A. Contact Persons**

Name: Suzette Sibble, Finance Director (Former Audit Manager KPMG, LLP)  
Telephone: 954-786-4680  
Fax: 954-786-4687  
Email: [suzette.sibble@copbfl.com](mailto:suzette.sibble@copbfl.com)

Name: Andrew Jean-Pierre, Controller (Former Audit Staff, S. Davis & Associates)  
Telephone: 954-786-4501  
Fax: 954-786-4687  
Email: [andrew.jean-pierre@copbfl.com](mailto:andrew.jean-pierre@copbfl.com)

The auditor's principal contact with the City will be Andrew Jean-Pierre, Controller, or a designated representative, who will coordinate the assistance to be provided by the City to the auditor.

## B. Background Information

The City was incorporated in 1947 and covers an area of approximately 25.08 square miles. Located in Broward County, Florida, the City is centrally located between Palm Beach and Miami, and is the year round home to approximately 105,000 residents. During the peak season (September through March), this number increases to nearly 150,000 residents. The legal authority by which the City was created and is governed is its charter. The City operates under a commission-manager form of government and is governed by an elected five member district commission and a mayor at large. In addition to general government services, the City also provides community planning and redevelopment, public safety, public works and culture and recreation services to its residents. Furthermore, the City's water and sewer, stormwater, sanitation, parking, golf, pier and airpark operations are reported as enterprise funds.

The City has an annual payroll of approximately \$49 million covering 693 full time and 166 part time employees and has an annual budget of approximately \$237 million. The City contracts with the Broward Sheriff's Office for policing services.

The City is organized into departments and a copy of its organizational chart is included in the CAFR. The accounting and financial reporting functions of the City are centralized.

More detailed information on the government can be found on the City's website at <http://pompanobeachfl.gov/>.

## C. Fund Structure

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

<u>Fund Type</u>	<u>Number of Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	1	1
Special revenue funds*	11	6
Capital projects funds	1	0
Enterprise funds	7	6
Internal service funds	6	6
Pension (and other employee benefits) trust funds	3	0
Agency funds	1	0

Effective Oct. 1, 2015, the City's Building Permit Function was removed from the general fund and reported as a Special Revenue Fund (included in count above).

## D. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with accounting principles generally accepted in the United States of America, except certain fund budgets include encumbrances as the equivalent of expenditures.

## E. Federal and State Awards

During the previously audited fiscal year, the City received various Federal and State awards. A Schedule of Expenditures of Federal Awards, State Financial Assistance for the fiscal years ended September 30, 2015 and September 30, 2014 are incorporated in **Exhibit K**.

## F. Magnitude of Finance Operations

The Finance Department includes the Accounting & Admin., Treasury and Utility Billing Divisions and is headed by Suzette Sibble, Finance Director and consists of 28 employees. The principal functions performed and the numbers of employees assigned to the Accounting and Treasury Divisions are as follows:

<u>Function</u>	<u>Number of Employees</u>
Finance Director	1
Controller	1
Collections Specialist	1
Department Head Secretary	1
Accountant	2
Accounting Supervisor	1
Accounting Systems Analyst	1
Payroll Specialist II	1
Payroll Specialist I	1
Accounting Clerk	5
Head Cashier	1
Cashier	3

## G. Internal Audit Function

The City has maintained an internal audit function for the past 32 years. The internal audit function reports to the City Commission and is staffed by three employees. Members of the internal audit staff have the following qualifications:

Internal Auditor: CPA-CITP, CIA, CISA, CPFO, CGFO, CFM, and CMA; Internal auditor for 32 years

Deputy Internal Auditor: 2 years

Audit Assistant: Secretary for 8 years

**The Internal Audit Department is available to provide 100 hours of assistance (Deputy Internal Auditor) to the audit firm. Please ensure this is reflected in the price proposal.**

## H. Computer Systems

### Hardware

<u>Type of Equipment</u>	<u>Number</u>	<u>Make of Equipment</u>	<u>Networked</u>
iSeries	8202-E4D	IBM	YES
Personal Computers	Windows 7/8	Dell	YES

Software

<u>Make</u>	<u>Vendor</u>	<u>Major Applications</u>
Naviline version 9.1	SunGard Public Sector	GMBA (accounting & budget), purchasing/inventory, payroll/personnel, cash receipts, accounts receivable, business tax receipts, building permits, planning/zoning / utility billing, land management, code compliance, parking citation management
Current Version	Vermont Systems	RecTrac, GolfTrac
Windows 7/8 Professional	Microsoft	Microsoft Office 2013, 2016

**I. Component Units**

The City’s management has included the following component units as blended in the City’s financial statements:

- Pompano Beach Community Redevelopment Agency (East and Northwest Districts)
- Herb Skolnick Cultural Arts Foundation, Inc.
- Emergency Medical Services District

All of the component units listed above are to be audited as part of this engagement. Records are located at the City of Pompano Beach.

**J. Availability of Prior Audit Reports and Working Papers**

Interested Proposers who wish to review prior years' audit reports and management letters (if not available on the City's website, as referenced herein or attached as an Exhibit to this RFP) should submit a written request to the Purchasing office by the deadline stated herein for questions.

Prior year’s audit working papers are available for inspection at the offices of RSM US LLP at the below address upon written request to the predecessor auditor.

The City's previous auditors:  
RSM US LLP  
100 N.E. 3rd Avenue, Suite 300  
Fort Lauderdale, Florida 33301

The Police & Firefighters Retirement System and General Employees Retirement System Pension Trust Funds, although included in the Comprehensive Annual Financial Report are audited by other auditors and separate financial statements have been issued accordingly.

## **SECTION IV - TIME REQUIREMENTS**

### **A. Proposed Schedule for the 2016 Fiscal Year Audit**

The Schedule for the 2016 Fiscal Year Audit is shown in the table below, (a similar time schedule will be developed for audits of future fiscal years).

<b>Description</b>	<b>Responsible Party</b>	<b>Dates</b>
Entrance Conference and Detailed Audit Plan, including list of required schedules and items (PBC List) provided by Auditor.	AUDITORS	July 28, 2016
Interim Work started by Auditors.	AUDITORS	August 22, 2016
Interim Work completed by Auditors	AUDITORS	September 2, 2016
City to receive Year End "PBC" List from Auditor	AUDITORS	October 19, 2016
City to provide "PBC" Items to auditors electronically, where feasible	CITY	November 15, 2016
Year End Fieldwork Starts (all other PBC items provided)	AUDITORS	December 12, 2016
Trial Balance and preliminary CAFR draft and SEFA/SSFA (grants) schedule provided by City and major support schedules	CITY	December 19, 2016
CAFR DRAFT	CITY	December 26, 2016
Substantial Completion of all Fieldwork	AUDITORS	January 27, 2017
City to Receive preliminary comments on CAFR from supervisor personnel	AUDITORS	February 12, 2017
Draft Reports -Auditor shall provide all findings, recommendations, observations the Finance Director/Controller, including a draft of the Auditors' Reports.	AUDITORS	February 16, 2017
City to clear preliminary CAFR comments	CITY	February 19, 2017
City to Receive final comments on CAFR (including concurring)	AUDITORS	February 24, 2017
Exit conference with City Manager, Internal Auditor, Finance Director, and other key personnel.	ALL	March 3, 2017
Additional Exit Conferences as warranted (i.e. Mayor and Commissioners). City to receive Rep. Letter draft	ALL	March 6, 2017
Presentation of all Reports to the City Commission & Audit Results	ALL	No later than March 28, 2017
Final Reports delivered to the City	AUDITORS	March 30, 2017

## **B. Final Reports**

The draft and final reports should be delivered to:

Suzette Sibble, Finance Director  
City of Pompano Beach  
Room #480  
100 W. Atlantic Blvd.  
Pompano Beach, FL 33060

And via email:

[Suzette.sibble@copbfl.com](mailto:Suzette.sibble@copbfl.com)

[Andrew.jean-pierre@copbfl.com](mailto:Andrew.jean-pierre@copbfl.com)

## **SECTION V - ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

### **A. Finance Department and Clerical Assistance**

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of City.

### **B. Statements and Schedules to be Prepared by Staff of the City**

The staff of City will prepare the CAFR and related schedules for the auditor based upon the Prepared List for the interim and final audits.

### **C. Work Area, Telephones, Photocopying and FAX Machines**

The City will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to telephone lines, photocopying facilities and FAX machine. Such facilities provided will only be utilized for purposes of the audits of the City of Pompano Beach and other Special Reports required by the City.

### **D. Report Preparation**

Audit Report preparation, editing and printing shall be the responsibility of the auditor, unless otherwise mutually agreed upon.

The auditor should provide the following:

- a. Thirty-five (35) bound copies of the CAFR, one (1) unbound copy, and two (2) CDs
- b. Thirty (30) bound copies of the single audit reports/management letter, one (1) unbound copy, and two (2) CDs
- c. Twenty (20) copies of the Report to the Governing Board (SAS 114), and one (1) unbound copy
- d. Electronic pdf files for the management letter and single audit compliance reports (unsecured and searchable)

## **SECTION VI - PROPOSAL REQUIREMENTS**

Proposal requirements are provided in the Proposal Response Template - Exhibit I of this RFP.

## **SECTION VII -EVALUATION PROCEDURES**

### **A. Selection Evaluation Committee**

A Selection Evaluation Committee (Committee) will review and evaluate the Proposals submitted.

### **B. Review of Proposals**

The Committee will use the point formula detailed herein during the review process to score proposals, with a range of zero to 100 points. Each member of the Committee will score each proposal by each of the criteria described in Section VII C below.

Per Florida Statutes 218.391 – Auditor Selection Process, the City Commission shall select the highest-ranked firm from the list provided or must document the reason for not selecting the highest-ranked qualified firm.

The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

### **C. Evaluation Criteria**

The Selection Evaluation Committee will be appointed and will be responsible for ranking and recommending the most qualified firm. The findings of the Committee will then be presented to the City Commission and upon their approval, a contract will be negotiated as per Florida Statute 218.391.

The Committee will rank responses based upon the following criteria:

**Technical Quality (Maximum Points - 80)**

- a. Expertise and Experience (Maximum Points - 45)
  - (i) The firm's past experience and performance as principal auditors in local government engagements 0-25 points
  - (ii) The quality of the firm's professional personnel assigned to the engagement 0-20 points
- b. Audit Approach (Maximum Points - 30)
  - (i) Adequacy of proposed staffing plan for various segments of the engagement 0-20 points
  - (ii) Adequacy of the overall audit plan for the engagement 0-10 points
- c. Other (Maximum Points - 5)
  - (i) Location, accessibility of the firm (inclusive of availability of additional audit resources in tri-county area Broward, Miami-Dade, Palm Beach) 0-5 points

**Price (Maximum Points - 20)**

\*The firm providing the lowest price to the City will receive the maximum of 20 points. 0-20 points

Points will be awarded to other proposers in the following manner:

$$20 - [20 \text{ points} \times (\text{total cost} - \text{lowest total cost}) / \text{lowest total cost}]$$

Note: If the result is a negative number, the score assigned will be 0

Example: Proposal 1: \$100,000 Proposal, 2: \$130,000  
Proposal 1 being the lowest, would achieve a score of 20 points  
Proposal 2 would achieve a score of 14 points, calculated as follows:  
 $20 - [20 \times (\$130,000 - \$100,000) / \$100,000] = 14 \text{ points}$

**COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM.**

The Committee will have the option to use the above criteria for the initial ranking to short-list proposers, and to use an ordinal ranking system to score short-listed proposers following presentations, with a score of “1” assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RFP, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

## **D. Final Selection**

The City Commission will be responsible for the final selection of the firm. It is anticipated that the Commission will vote on the ranking by June 28, 2016. Following notification of the firm selected, a contract will be executed between both parties.

## **SECTION VIII – GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR PROPOSERS**

### **1. Standard Provisions**

#### **a. Governing Law**

Any agreement resulting from this RFP shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

#### **b. Licenses**

In order to perform public work, the successful Proposer shall:  
Be licensed to do business in Florida, if an entity, and hold or obtain such Contractor' and Business Licenses if required by State Statutes or local ordinances.

#### **c. Conflict Of Interest**

For purposes of determining any possible conflict of interest, each Proposer must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or an employee of the firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to §112.313, Florida Statutes.

#### **d. Drug Free Workplace**

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

e. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

f. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

g. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

h. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RFP. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

i. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3<sup>rd</sup> Avenue, Building C, Pompano Beach, Florida 33060.

j. Composition Of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

k. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

## 1. Public Records

1. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:
  - a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
  - b. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
  - c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
  - d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.
2. The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth herein.

## 2. **Small Business Enterprise Program**

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website <http://pompanobeachfl.gov>. Please indicate in your response if your firm is a certified Small Business Enterprise.

**The City has set a 5% voluntary Small Business Enterprise Goal for this project. SBE Forms are located at the end of this bid solicitation, and all firms responding must return a**

**response of participation or non-participation in order to be considered for bid evaluation purposes.**

Please indicate in your response if your firm is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your bid proposal. SBE forms are included at the end of this bid solicitation. Bidders should submit Exhibits A detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm's good faith efforts to include SBE firms on this contract.

## **J. Local Business Program**

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division:

[http://pompanobeachfl.gov/index.php/pages/dev\\_scv\\_btr/btr](http://pompanobeachfl.gov/index.php/pages/dev_scv_btr/btr)

**The City has set a 5% voluntary Local Business goal for this project. Local Business program forms are located at the end of this bid solicitation, and all firms responding must return a response of participation or non-participation in order to be considered for bid evaluation purposes.**

The City of Pompano Beach is strongly committed to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services. Bidders are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their bid package, the Local Business Participation Form (Exhibit E), listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit F) from each local business that will participate in the contract. Bidders should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt. Bidders who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form (Exhibit G), listing firms that were contacted but not available, and the Good Faith Effort Report (Exhibit H) describing the efforts made to include local business participation in the contract.

## **SECTION IX- SPECIAL TERMS AND CONDITIONS**

### **A. INSURANCE REQUIREMENTS**

Insurance requirements are included in the Audit Engagement Agreement attached as Exhibit J to this RFP.

CITY OF POMPANO BEACH, FLORIDA  
 SMALL BUSINESS ENTERPRISE  
 PARTICIPATION FORM - EXHIBIT A

RFP Number & Title: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Name of Firm	Contact Person, Telephone Number	Type of Work to be Performed	Contract Amount

***(PROPOSER SHOULD INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)***

FOR CITY USE ONLY

Total Contract Amount \_\_\_\_\_

Total SBE Contract Amount \_\_\_\_\_

Are documents requested submitted accordingly

\_\_\_ YES \_\_\_ NO

LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR  
EXHIBIT B

Bid Number \_\_\_\_\_

TO: \_\_\_\_\_  
(Name of Prime or General Bidder)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the following price: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of SBE Contractor)

(address):

\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_

SMALL BUSINESS ENTERPRISE (SBE)  
UNAVAILABILITY FORM  
EXHIBIT C

RFP # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said SBE CONTRACTOR(s):

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid which was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Attach additional documents as available.

GOOD FAITH EFFORT REPORT  
EXHIBIT D

RFP # \_\_\_\_\_

1. What portions of the contract have you identified as SBE opportunities?


2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Did you send written notices to SBEs?

Yes                       No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes                       No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you ?

\_\_\_\_\_

\_\_\_\_\_

7. List the SBEs you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please attach the unavailability letters with this report.





LOCAL BUSINESS  
UNAVAILABILITY FORM  
EXHIBIT G

RFP # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid which was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Attach additional documents as available.

GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION  
EXHIBIT H

RFP # \_\_\_\_\_

1. What portions of the contract have you identified as Local Business opportunities?

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2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

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3. Did you send written notices to Local Businesses?

\_\_\_ Yes      \_\_\_ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

\_\_\_ Yes      \_\_\_ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you?

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7. List the Local Businesses you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: \_\_\_\_\_

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