



COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING OF: March 20, 2025

NEW BUSINESS

AGENDA ITEM 15.B

SUBJECT:

Discussion and Consideration of an Auditor Selection Committee for an RFP for Auditing Services

SUMMARY:

The Boynton Beach CRA is required to perform an annual Financial Audit adhering to the standards established under the Governmental Accounting Standards Board and Florida Statute Chapter 163 Part III.

CRA Finance and Executive staff will issue a Request for Proposal (RFP) for Financial Audit Services on March 21, 2025, to solicit Proposals from qualified CPA firms to conduct the required annual audit of the CRA's financial statements. Under the terms of the RFP, the initial contract term sought is for three (3) years beginning with an audit of the financial statements of the CRA for the fiscal year ending September 30, 2025, and allows for one renewal option for an additional three (3) year term (see Attachment I).

Audit Selection Committee

The Proposals will be evaluated and ranked by an Auditor Selection Committee. The Board will award the contract to the highest ranked firm. Under Florida law, the Audit Selection Committee must be composed of at least 3 members, where at least one member must be a member of the CRA Board. The Executive Director or CRA staff are prohibited from being members of the Auditor Selection Committee (but they can advise the selection committee) (see Attachment II).

Based on a review of audit selection committees from other local agencies that are similar to size and function of the CRA, Staff recommends that the CRA Board designate itself as the Auditor Selection Committee.

Evaluation Factors

Secondly, the Auditor Selection Committee is responsible for establishing factors to evaluate the Proposals. Staff recommends that the following evaluation criteria be used:

MAX. POINTS	CATEGORY
30	Technical - Proposer's Expertise & Experience
20	Audit Approach
10	Available local office (Palm Beach, Broward, or Miami-Dade counties)
10	CRA audit specific experience
30	Price

Under Florida law, price cannot be the sole or predominant factor used to evaluate proposals. To prevent the Auditor Selection Committee from inadvertently putting more weight on the price proposal, we are requesting that the Proposer submit the price proposal in a separate envelope. The Auditor Selection Committee will first score the proposals on their technical merit (factor 1-4). The price proposal will then be evaluated by using a formula, wherein the lowest price proposal receives a score of 30. The price proposal score will then be added to the technical score to reach the final score.

RFP Schedule

In order for the CRA to have a contract in place for the next audit season, Staff recommends that the RFP be published in March 21, 2025, with a deadline to submit proposals on April 21, 2025. This would allow the Board to meet as the Auditor Selection Committee at the May Board meeting. At that time, the Auditor Selection Committee can recommend an award be made at the same meeting or request presentations to be made and the contract be awarded at the following Board meeting.

FISCAL IMPACT:

General Fund, Line Item 01-51420-200

CRA BOARD OPTIONS:

1. Motion to appoint the full CRA Board as the Auditor Selection Committee.
2. Motion to establish the Evaluation Factors for the Proposals.
3. Motion to approve the RFP for Financial Auditing Services and the RFP schedule.
4. Provide alternative direction based on CRA Board discussion.

ATTACHMENTS:

Description

- [Attachment I - RFP - Financial Auditing Service](#)
- [Attachment II - F.S. 218.391 Auditor Selection Procedures](#)