

Agenda Item: 3.d

Meeting Date: August 20, 2019

MEMORANDUM

To: City Commission

Date: 2019-08-12

From: Les Tyler, Director of Finance

Subject: STARRED ITEM: Selection of a Firm to Provide Auditing Services

Presenter(s): Les Tyler, Director of Finance

Recommend: Staff recommends to place this item on the agenda.
Staff recommends that City Commission select Moore Stephens Lovelace to provide auditing services to the City and to designate Les Tyler to conduct negotiations related to auditing services, as necessary, on behalf of the City Commission.

Epic Goal(s): Enhance community and employee relationship strategies that strengthen inclusiveness, respect, transparency and collaborative engagement.

Boards & Committees: N/A

Budget Impact: The proposed fee of \$55,000 is less than the proposed budgeted amount in Fiscal Year 2019 account number 001-1506-513-053210-GG.

Past Action: This firm has provided these services for the last six fiscal years.

Next Action: Negotiate a final contract and return to the City Commission with a recommendation to award.

Attachments: [A. Memo from Chuck Ankney, Purchasing Agent](#), [B. RFP 19-1132 List of Respondents](#),

Background:

Contracting for auditing services is a unique process that is governed by Section 218.391 Florida Statutes. In compliance with the statute, the City Commission appointed an Audit Committee. Request for Proposal (RFP) 19-1132 was advertised and distributed. The purpose of the RFP was to identify firms qualified to provide auditing services to the City. The selected firm will complete the fiscal year 2019 - 2021 audits. In addition, the contract may be renewed for one additional two-year period.

The Audit Committee (Committee) is responsible for the evaluation of the proposals submitted in response to the RFP. The result of the evaluation process is to create a ranking of the firms. The Committee's responsibility is to submit a list of no fewer than three recommended firms to the City Commission based on the rankings. The Audit Committee has completed the evaluation process.

Proposals were received from the four firms noted on the tabulation. The Audit Committee is recommending the three firms below. The firms are listed in the order of their ranking.

FIRM	SCORE
Moore Stephens Lovelace	376
Mauldin & Jenkins	348
Carr, Riggs & Ingram	327

Section 218.391 Florida Statutes requires that City Commission select one of the firms and negotiate a contract. Furthermore, Section 218.391 (4)(b) Florida Statute states that if compensation was one of the factors used in the evaluation of proposals, "the governing body shall select the highest ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm." The Audit Committee did use compensation as one of their evaluation factors.

Moore Stephens Lovelace was the highest ranked firm by the Committee members. Their proposed fee was \$55,000. The statute permits the governing body to allow a designee to negotiate the contract on its behalf. I recommend that the City Commission designate Les Tyler to negotiate the final details of the contract with Moore Stephens Lovelace.