

WASHINGTON COUNTY,  
FLORIDA AUDIT  
COMMITTEE REQUEST FOR  
PROPOSALS FOR  
PROFESSIONAL AUDITING SERVICES  
JUNE 2018

**WASHINGTON COUNTY,  
FLORIDA AUDIT COMMITTEE  
REQUEST FOR  
PROPOSALS FOR  
PROFESSIONAL AUDITING SERVICES**

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**WASHINGTON COUNTY,  
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PROFESSIONAL AUDITING SERVICES**

**I. INTRODUCTION**

**A. General Information**

Washington County, Florida is required by Florida law (Section 218.39, Florida Statutes) to have an annual “financial audit.”

There is no expressed or implied obligation for the Washington County, Florida Audit Committee (Audit Committee) to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

All conditions and requirements set forth in this request for proposals shall become conditions of the contract between the Washington County, Florida Board of County Commissioners (Board of County Commissioners) and the selected firm unless otherwise stated in the contract.

Any questions about the engagement or inquiries concerning the request for proposals should be addressed in writing to:

Lora C. Bell  
Washington County Clerk of Circuit Court &  
Comptroller  
1293 Jackson Avenue  
Chipley, FL 32428  
Email: [lbell@washingtonclerk.com](mailto:lbell@washingtonclerk.com)

To be considered, eight (8) paper copies and an electronic copy saved to a flash drive of the proposal must be received by Lora C. Bell, Clerk of the Circuit Court & Comptroller, at 1293 Jackson Street, Chipley, FL 32428 no later than 2:00 p.m. Central Time on July 23, 2018. The Audit Committee reserves the right to reject any or all proposals submitted.

Pursuant to Section 218.391(3) (d) of the Florida Statutes, proposals submitted will be evaluated by the six (6) member Audit Committee consisting of:

- 1 Lora Bell
- 2 Jeff Massey
- 3 John Hamilton
- 4 Tray Hawkins
- 5 Johnnie Pettis
- 6 Marla Hayes

During the evaluation and ranking process, the Audit Committee reserves the right, where it may serve Washington County, Florida's best interest, to request additional information or clarifications from those firms proposing, or to allow corrections of errors or omissions. At the discretion of the Audit Committee, firms submitting proposals will be requested to make oral presentations as part of the evaluation and ranking process.

The Audit Committee reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of County Commissioners and the firm selected.

It is anticipated that the Audit Committee will evaluate and rank qualified firms on a date to be set at a public meeting. Contract negotiations will commence following the selection of auditors by the Board of County Commissioners at its August meeting. Approval by the Board of County Commissioners to execute a contract is expected in August of 2018.

## B. Terms of Engagement

A fixed fee three (3) year contract is contemplated with an option to extend for two (2) additional years with the concurrence of the Washington County Board of County Commissioners and annual availability of an appropriation.

## C. Subcontracting

Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact, and the name of

the proposed subcontracting firms, must be clearly identified in the proposal and the contract. Following the execution of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the Audit Committee and the Board of County Commissioners.

## **II. NATURE OF SERVICES REQUIRED**

### **A. General**

The Audit Committee is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2018, 2019, and 2020, with the option to audit for two (2) 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**

The auditor shall express an opinion on the fair presentation of the County's Comprehensive Annual Financial Report (CAFR) in conformity with generally accepted accounting principles. The CAFR of Washington County includes the Board of County Commissioners ("Board") and five Constitutional Officers.

The auditor is required to audit the separate financial statements of the Board and each of the Constitutional Officers and express an opinion on the fair presentation of all funds in the financial statements of the Board and each Constitutional.

The auditor is to provide an "in-relation-to" opinion on the combining and individual fund financial statements, supplemental schedules and the Schedules of Expenditures of Federal Awards and State Financial Assistance based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the introductory section, management discussion and analysis section or the statistical section of the CAFR.

The auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board as mandated by auditing standards generally accepted in the United States.

The auditor will annually express an opinion on:

- (1) The Statement of County Funded Court-Related Functions, Florida Statutes Section 29.0085. A copy of this statement for the year ended September 30, 201\_, and the related auditors' opinion is in the appendices.
- (2) Any other financial reports that may be required by Florida law.

The auditor is also required to review the Annual Financial Report to the State Department of Financial Services.

### C. Auditing Standards To Be Followed

These audits are to be performed in accordance with:

- (1) The Florida Laws (Florida Statute 218.39, Annual Financial Audit Reports).
- (2) Auditing standards generally accepted in the United States as set forth by the American Institute of Certified Public Accountants.
- (3) Auditing standards applicable to financial audits as contained in the U.S. General Accounting Office's *Government Auditing Standards*, and any amendments thereto issued by the Comptroller General of the United States.
- (4) The provisions of the Federal Single Audit Act and any amendments thereto and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and any amendments thereto.

- (5) The Florida Single Audit Act, Florida Statute 215.97.
- (6) Rules of the Auditor General, Section 10.550, Local Government Audits.
- (7) Any other applicable Federal, state, local regulations or professional guidance not specifically listed above as well as any additional requirements that may be adopted by these organizations in the future.

#### D. Reports To Be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue, as required by the above mentioned standards, in separately bound individual reports relating to Washington County, Florida, Board of County Commissioners, Clerk of the Circuit Court, Property Appraiser, Tax Collector, Sheriff, and Supervisor of Elections, including when necessary but not limited to the following:

- (1) An independent auditors' report on the fair presentation of the major funds and the remaining individual fund statements in conformity with accounting principles generally accepted in the United States of America.
- (2) An independent auditors' report on the internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Governmental Auditing Standards.
- (3) An independent auditors' report on compliance with requirements that could have a direct and material effect on each major Federal Awards Program and State Financial Assistant Project and on internal control over compliance in accordance with Title 2 U.S. Code of Federal Regulations Part 200 and Chapter 10.550, Rules of the Auditor General.
- (4) Schedule of findings and questioned costs.
- (5) Summary schedule of prior audit findings.
- (6) An independent auditors' management letter.
- (7) An independent auditors' report on bond compliance.

- (8) An independent auditors' report on the Statement of County Funded Court- Related Functions, Section 29.0085, Florida Statutes.
- (9) Any other statements, schedules, or reports that may be required by auditing standards notated in Section II C Auditing Standards To Be Followed or by Florida law.

In the above required reports on internal controls, the auditor shall communicate any significant deficiencies in internal control or material weaknesses found during the audit. A material weakness shall be defined as a significant deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, detected and corrected on a timely basis.

Non-significant deficiencies discovered by the auditors shall be reported in the auditors' separate letter to management, which shall be referred to in the reports on internal controls.

In the above required reports on compliance, the auditor shall include all material instances of noncompliance. All non-material instances of noncompliance shall be reported in the auditors' separate management letter, which shall be referred to in the report on compliance.

**Irregularities and illegal acts.** Auditors shall be required to make an immediate, **written** report of all irregularities and illegal acts to the Audit Committee.

**Reporting to the audit committee.** Auditors shall assure themselves that the Audit Committee is informed of each of the following:

- (1) The auditor's responsibility under generally accepted auditing standards
- (2) Significant accounting policies
- (3) Management judgments and accounting estimates
- (4) Significant audit adjustments
- (5) Other information in documents containing audited financial statements
- (6) Disagreements with management
- (7) Management consultation with other accountants
- (8) Major issues discussed with management prior to retention
- (9) Difficulties encountered in performing the audit

In addition, a detailed audit plan and proposed time line should be submitted to the Washington County, Florida Finance Department under the direction of the Clerk of the Circuit Court and to each Constitutional Officer subsequent to the awarding of the contract for audit services and each year prior to the beginning of interim audit procedures.

The contracted firm should schedule a portion of the audit work to be prepared prior to the County's fiscal year end that is being audited.

## E. Special Considerations

- (1) Washington County, Florida anticipates preparing one or more official statements in connection with the issuance of debt securities, which will contain the basic financial statements and the auditor's report thereon. The auditor shall 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" without additional compensation.
- (2) The schedule of expenditures of federal awards and state financial assistance, and related auditors' report, as well as the reports on the internal controls and compliance are to be issued as part of the CAFR.
- (3) The auditors' reports demonstrating the lack of findings and other weaknesses from Washington County, Florida's most recent financial statement audit will be furnished upon request.

## 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 five (5) years, unless the firm is notified in writing by the Audit Committee 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:

- Audit Committee
- Assigned Cognizant Agency
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the Constitutional Officers of Washington County, Florida as part of an audit quality review process
- Auditors of entities of which Washington County, Florida is a subrecipient of grant funds

## G. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Work To Be Performed.

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 significance.

### **III. DESCRIPTION OF THE GOVERNMENT**

#### **A. Name And Telephone Number of Contact Person/Organization Chart**

The auditor's principal contact with the Audit Committee will be Lora Bell, Clerk of the Court. The Finance Director will coordinate the assistance to be provided by the Audit Committee to the auditor.

#### **B. Background Information**

Washington County, Florida is a non-chartered county, a political subdivision of the State of Florida governed by Florida Statutes and regulations. Pursuant to Florida Statute 125.17, the Clerk of the Circuit Court is the Clerk ex-officio and accountant to the Board of County Commissioners.

Washington County, Florida provides the following services to its

Citizens: Public Records	Animal Control
Court Services	Law Enforcement
Tax Collection	Libraries
Tourist Development Council	Parks
Property Appraisals	Growth Management
Election Supervision	Land Authority
Facilities Maintenance	Capital Projects
Veterans' Affairs	Extension Services
Social Services	Medical Examiner
Planning, Building, and Code Enforcement	Roads and Bridges

More detailed information on the government and its finances can be found in the CAFR.

### C. Reporting Entity

**Board of County Commissioners**, Jeff Massey County Administrator, 1331 South Boulevard, Chipley, FL 32428, Chairman of the Board, Tray Hawkins, Board Members, Todd Abbott, Alan T. Bush, Steve Joyner and Charles Kent.

The Board of County Commissioners is a Constitutional Office under Article VIII Section 1 (e) of the Florida Constitution. The Board of County Commissioners operates under Chapter 125, and various other chapters, of the Florida Statutes.

**Sheriff**, Kevin Crews, 1293 Jackson Ave. Bldg. 400 Chipley, FL, 32428

The Washington County, Florida Sheriff is a Constitutional Officer under Article VIII Section 1(d) of the Florida Constitution. The Sheriff operates under Chapter 30, and various other chapters, of the Florida Statutes. An annual financial report is prepared and filed pursuant to the provisions of Chapter 218.36 of the Florida Statutes and is available for examination.

**Property Appraiser**, Gil Carter, 1331 South Boulevard, Suite 300, Chipley, FL, 32428,

The Washington County, Florida Property Appraiser is a Constitutional Officer under Article VIII Section 1 (d) of the Florida Constitution. The Property Appraiser operates under Chapter 195 and various other chapters of the Florida Statutes. An annual financial report is prepared and filed pursuant to the provisions of Chapter 218.36 of the Florida Statutes and is available for examination.

**Tax Collector**, Ken Naker, 1331 South Boulevard, Suite 101 Chipley, FL, 32428

The Washington County, Florida Tax Collector is a Constitutional Officer under Article VIII Section 1 (d) of the Florida Constitution. The Tax Collector operates under Chapter 197 and various other chapters of the Florida Statutes. An annual financial report is prepared and filed pursuant to the provisions of Chapter 218.36 of the Florida Statutes and is available for examination.

**Clerk of the Circuit Court & Comptroller**, Lora Bell, 1293 Jackson Avenue, Chipley, FL 32428

The Clerk of the Circuit Court & Comptroller is a Constitutional Officer under Article VIII 1 (d) and Article V, Section 16 of the Florida Constitution and operates under Chapter 28, and various other chapters of the Florida Statutes. An annual financial report is prepared and filed pursuant to the provisions of Chapter 218.36 of the Florida Statutes and is available for examination.

**Supervisor of Elections**, Carol Finch Rudd, 1331 South Boulevard Suite 900, Chipley, FL 32428

The Supervisor of Elections is a Constitutional Officer under Article VII, Section 1 (d) of the Florida Constitution and operates under Chapter 98 and various other chapters of the Florida Statutes. An annual financial report is prepared and filed pursuant to the provisions of Chapter 218.36 of the Florida Statutes and is available for examination.

#### D. Component Units

Component units are defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. Using these criteria, the following component unit is included in the Washington County, Florida's financial statements:

#### E. Fund Structure

As of September 30, 2016, Washington County, Florida uses the following fund types and account groups in its countywide financial reporting:

Fund Type/Account Group
General Fund
Special Revenue Funds
Debt Service Funds
Capital Project Funds
Enterprise Funds
Internal Service Funds
Agency Funds

Major funds for 2017 were:

Governmental Funds:

- General Fund
- Fine & Forfeiture
- Governmental Grants
- One Cent Infrastructure
- All Debt Service

Business-Type Funds:

The remaining funds were reported as non-major funds.

**F. Budgetary Basis of Accounting**

Washington County, Florida prepares its budgets on a basis consistent with generally accepted accounting principles generally accepted in the United States.

**G. Federal Awards and State Financial Assistance**

During the fiscal year ended September 30, 2016, Washington County, Florida received financial assistance. The Schedule of Expenditures of Federal Awards and State Financial Assistance are included in the CAFR available on the Clerk's website at [www.washingtonclerk.com](http://www.washingtonclerk.com).

**H. Pension Funds**

All full-time County employees are participants in the Florida Retirement System, a multiple-employer, cost-sharing public retirement system which is controlled by the State

Legislature and administered by the State of Florida, Department of Administration, and Division of Retirement.

## I. Availability of Prior Reports

Interested proposers who wish to review prior years' audit reports will find them available at [www.washingtonclerk.com](http://www.washingtonclerk.com) or contact the Clerk of Circuit Court & Comptroller's Office to request a copy.

## IV. TIME REQUIREMENTS

### A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Event	Date
Request for proposals issued	June 2018
Due date for proposals	July 23, 2018
Presentation, evaluation, and ranking of proposals	TBD
Selection of auditors	August Board Meeting
Commence negotiations	Upon approval of the Board at the August Board Meeting
Contract approval	August Board Meeting

**B. Date Audit May Commence**

Washington County, Florida will have all records ready for audit and all management personnel available to meet with the firm's personnel on negotiated dates and at times that are mutually acceptable to the auditor.

**C. Date Final Report Is Due**

Draft reports should be available to management after all partner reviews and before the reports are finalized.

The auditor should be available for any meetings that may be necessary to discuss the audit. The final signed reports to accompany the CAFR submission shall be delivered to the Board of County Commissioners by May 1 of the appropriate year following the fiscal year end. All other final reports shall be completed in accordance with Florida Statutes and should be delivered to Lora Bell, Clerk of the Court, 1293 Jackson Avenue, Chipley, FL 32428

**V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

**A. Management And Clerical Assistance**

Responsible management personnel will be available during the audits to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the clerical staff of each agency.

**B. Schedules To Be Prepared By the Staff of Washington County, Florida Finance Department**

Work papers will be prepared to support the financial statements under audit, in the format designed by the County.

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

Washington County, Florida will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to telephone lines, photocopying and FAX machines subject to the following restrictions:

- (1) Only local telephone calls are permitted on telephone lines.
- (2) Use of the photocopier and fax machines is restricted to work relevant to Washington County, Florida.

## **VI. PROPOSAL REQUIREMENTS**

### A. General Requirements

#### 1. Inquiries

Inquiries concerning the request for qualifications and the subject of the request for qualifications must be made to:

Washington County, Florida Audit Committee  
c/o Lora Bell, Clerk of the Court & Comptroller  
1293 Jackson Avenue, Chipley, FL 32428

#### 2. Submissions of Proposals

The following material is required to be received by 5:00 PM on Monday, July 23, 2018, for a proposing firm to be considered:

- (a) Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
- (b) Table of Contents
- (c) Transmittal Letter

A signed letter of transmittal briefly stating:

- The proposer's understanding of the work to be done;
- The commitment to perform the work within the time period;
- A statement why the firm believes itself to be best qualified to perform the engagement;
- A statement that the proposal is a firm; and
- The cost of services to be performed and any prices, rates or costs for extra-contractual services.
- An irrevocable offer for ninety (90) days.

The Letter should be signed by the officer authorized to contractually obligate the firm.

(d) Detailed Proposal

The detailed proposal should follow the order set forth in Section VI-B of this Request for Proposals.

Proposers should send the completed proposal to the following address:

Washington County Florida Audit Committee  
c/o Lora Bell, Clerk of the Court & Comptroller  
1293 Jackson Avenue, Chipley, FL 32428

## B. Technical Proposal

### 1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of Washington County, Florida in conformity with the requirements of this request for qualifications. As such, the substance of a proposal will carry more weight than its form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for qualification requirements.

The Technical Proposal should address all the points outlined in the request for qualifications. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for qualifications. While additional data may be presented, the following subject items Nos. 2 through 16 must be included. They represent the criteria against which the proposal will be evaluated.

## 2. Independence

The firm should provide an affirmative statement that they will be independent of the Washington County, Florida officers:

- a. Board of County Commissioners
- b. Sheriff
- c. Clerk of the Circuit Court & Comptroller
- d. Property Appraiser
- e. Tax Collector
- f. Supervisor of Elections

Independence is defined by auditing standards generally accepted in the United States and the U.S. General Accounting Office's *Government Auditing Standards*.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving Washington County, Florida or any of its agencies or component unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give Washington County, Florida written notice of any professional relationships entered into during the period of this agreement.

## 3. License to Practice In Florida

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Florida under Chapter 473 of Florida Statutes.

#### **4. External Peer Review**

All firms participating in the proposal must provide the most recent external peer review report and any letter of comment.

#### **5. Firm Qualifications and Experience**

The proposer should 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 and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to 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 **government** engagements.

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

#### **6. Partner, Supervisory, and Staff Qualifications And Experience**

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 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.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement.

The proposer should identify the extent to which staff to be assigned to the audit reflect Washington County, Florida's commitment to Affirmative Action.

Engagement partners, managers, and other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. However, the Audit Committee retains the right to approve or reject replacements.

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

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

## 7. Non-Discrimination Policy

An affirmative statement that no person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by Washington County, Florida and may result in ineligibility for further Washington County, Florida contracts. The proposer shall at all times in the proposal and contract process comply with all applicable County, State, and Federal anti-discrimination laws, rules, regulations and requirements thereof.

## 8. Insurance

An affirmative statement that compliance with the insurance requirements, attached in the appendices, will be made.

## **9. Drug-Free Workplace**

An affirmative statement that compliance with our drug-free workplace requirements, attached in the appendices, will be made.

## **10. Truth-In-Negotiation Certificate**

An affirmative statement that the top ranked firm will sign, prior to contract negotiations, a Truth-In-Negotiation Certificate (copy can be found in the appendices).

## **11. Public Entity Crime Statement**

An affirmative statement that the contracted firm will sign a Public Entity Crime Statement, copy of which is attached in the appendices), as required by Section 287.133(2) (a). A person or firm who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide services. Any person or firm must notify the County within 30 days after a conviction of a public entity crime applicable to that person or firm.

## **12. Non-Collusion Affidavit**

An affirmative statement that the contracted firm will sign the Non-Collusion Affidavit, a copy of which is in the appendices.

## **13. Prior Engagements with Washington County, Florida**

List separately all engagements within the last five (5) years, ranked on the basis of total staff hours, for Washington County, Florida by type of engagement (i.e., audit, management advisory services, cost allocation plan, other). Indicate 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.

#### 14. Similar Engagements With Other Government 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 years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Each proposer shall submit one electronic copy on a flash drive of a CAFR in which their opinion is contained and was awarded the Government Finance Officers' Association Certificate of Achievement for Excellence in Financial Reporting within the past three (3) years.

#### 15. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as Washington County, Florida's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers 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) Sample size and the extent to which statistical sampling is to be used in the engagement
- (d) Extent of use of sampling, trial balance, and reporting software in the engagement

- (e) Type and extent of analytical procedures to be used in the engagement
- (f) Approach to be taken to gain and document an understanding of Washington County, Florida's internal control structure
- (g) Approach to be taken in determining laws and regulations that will be subject to audit test work
- (h) Approach to be taken in drawing audit samples for purposes of tests of compliance
- (i) Describe how the audit will be conducted in the first year versus subsequent years
- (j) Approach to any necessary audit and reporting software conversions

## 16. Identification Of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from Washington County, Florida.

# VII. EVALUATION, REVIEW, AND RANKING PROCEDURES

## A. Audit Committee

Proposals submitted will be evaluated and ranked by a six (6) member Audit Committee as established by Section 218.391(3)(a) of the Florida Statutes, consisting of the following:

- 1 Lora Bell
- 2 Jeff Massey
- 3 John Hamilton
- 4 Tray Hawkins
- 5 Johnnie Pettis
- 6 Marla Hayes

## B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications. The following represent the principal selection criteria, which will be considered during the evaluation process.

### (1) Mandatory Elements – 20 Points

- (a) The Firm adheres to the instructions in this request for proposal and preparing and submitting the proposal.
- (b) The Firm complies with the independence standard with regard to any other work performed by the firm for Washington County, Florida or any of its component units.
- (c) The Firm is licensed to practice in the State of Florida.
- (d) The Firm submits a copy of its last external quality control review report and the Firm has a record of quality audit work.

### (2) Technical Quality

- (a) Expertise and Experience – 20 Points
  - (i) The Firm's past experience and performance on comparable government engagements.
  - (ii) The quality of the Firm's professional personnel to be assigned to the engagement and the quality of the Firm's management support personnel to be available for technical consultation.
  - (iii) The Firm shall submit one electronic copy on a flash drive of a CAFR in which their opinion is contained and the report was awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting within the last three years.
- (b) Audit Approach – 40 Points

- (i) Adequacy of proposed staffing plan for various segments of the engagement.
- (ii) Adequacy of sampling techniques.
- (iii) Adequacy of analytical procedures.
- (iv) Adequacy of audit and reporting software.

(3) Cost of services – 20 Points

### C. Review Of Proposals

Under the direction of the Clerk of the Circuit Court & Comptroller, each proposal shall be reviewed for meeting the mandatory and technical criteria as stated in VII B, Evaluation Criteria. A report will be presented prior to any Firm's presentation at the August Board Meeting. Any proposal not satisfactorily meeting mandatory and technical criteria shall be removed from the ranking by the Audit Committee.

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

### D. Oral Presentations

The Audit Committee, shall conduct discussions with, and will require oral presentations by no fewer than three firms regarding their qualifications, approach to the audit, and ability to furnish the required services. Such presentations will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal. Firms must meet the mandatory and technical review prior to delivery of their oral presentations.

### E. Ranking Process

Each member of the Audit Committee will score in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the ability of professional personnel, past performance, willingness to meet time requirements, location, and recent,

current, and projected workloads of the firms. However, such distribution shall not violate the principle of selection of the most highly qualified firms. If fewer than three firms desire to perform the services, the committee shall recommend such firms as it determines to be qualified.

The Audit Committee will use a point formula during this ranking process. Scores will be combined to arrive at a composite score for each firm.

It is anticipated that the Audit Committee will evaluate and rank qualified firms on August 15, 2018.

Contract negotiations will commence after the selection of auditors by the Board of County Commissioners at its August meeting. Contract approval by the Board of County Commissioners, pursuant to Florida Statutes 218.391(4)(a), is expected on Thursday, August 23, 2018.

#### F. Right To Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for qualifications unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of County Commissioners and the firm selected.

The Audit Committee and the Board of County Commissioners reserves the right without prejudice to reject any and all proposals.

**Washington COUNTY, FLORIDA**

**INSURANCE CHECKLIST  
FOR  
AUDITORS SUBMITTING PROPOSALS**

To assist in the development of your proposal, the insurance coverages marked with an "X" will be required in the event an award is made to your firm. Please review this form with your insurance agent and have him/her sign it in the place provided. It is also required that the bidder sign the form and submit it with each proposal.

**WORKERS' COMPENSATION  
AND  
EMPLOYERS' LIABILITY**

X Workers' Compensation      Statutory Limits  
X Employers Liability \$100,000/\$500,000/\$100,000

**GENERAL LIABILITY**

As a minimum, the required general liability coverages will include:

- Premises Operations       Products and Completed Operations
- Blanket Contractual       Personal Injury
- Expanded Definition  
of Property Damage

Required Limits:

GL1      \_\_\_\_\_      \$100,000 per Person; \$300,000 per Occurrence  
                        \$50,000 Property Damage  
                        or  
                        \$300,000 Combined Single Limit

### VEHICLE LIABILITY

As a minimum, coverage should extend to liability for:

- Owned; Non-owned; and Hired Vehicles

Required Limits:

VL1                \$50,000 per Person: \$100,000 per Occurrence  
                    \$25,000 Property Damage  
                    or  
                    \$100,000 Combined Single Limit

### MISCELLANEOUS COVERAGES

PRO1                Professional \$ 250,000 per occurrence/  
                    \$500,000

## **DRUG-FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that  
\_\_\_\_\_ shall:

(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 (Florida Statutes) 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, or 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.

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Bidder's Signature

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Date

## **TRUTH-IN NEGOTIATION CERTIFICATE**

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

of \_\_\_\_\_, hereby certify that the rates of compensation and other factual unit costs supporting the compensation will be accurate, complete and current at the time of contracting.

\_\_\_\_\_ will refrain from negotiating any rates or terms that are not  
(Firm's Name)

customary or not related to the scope of work as identified in the April 10, 2007 Request for Qualifications for Professional Auditing Services. The original contracted price, and any amendments thereto, shall be adjusted to exclude any significant sums by which the Audit Committee determines the contract price was increased due to inaccurate or incomplete factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the contract.

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Auditing Firm

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Address

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

## **PUBLIC ENTITY CRIME STATEMENT**

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

As the person authorized to sign documents on behalf of the vendor, I acknowledge receipt of the above statement.

---

Bidder's Signature

---

Date

## **NON-COLLUSION AFFIDAVIT**

I, \_\_\_\_\_ of the city of \_\_\_\_\_

According to law on my oath, and under penalty of perjury, dispose and say that:

1. I am \_\_\_\_\_ of the firm of \_\_\_\_\_ the bidder making the Proposal for the project described in the Notice for Calling for bids for: \_\_\_\_\_ and that I executed the said proposal with full authority to do so:
2. the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
3. unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and
4. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;
5. the statements contained in this affidavit are true and correct, and made with full knowledge that Washington County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_ who, after first being sworn by me, affixed his/her signature (name of individual signing) in the space provided above in this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_. \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_.