

AUDITOR SELECTION COMMITTEE MEETING
Friday, July 9, 2021 – 9:30 a.m.
City Hall, Council Chambers, Vero Beach, Florida

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes**
 - A) May 12, 2021**
- 3. Evaluate RFP Responses**
- 4. Select Firms to Interview**
- 5. Adjournment**

This is a public meeting. Should any interested party seek to appeal any decision made by the Board with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings and that, for such purpose he may need to ensure that a record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Anyone who needs a special accommodation for this meeting may contact the City's Americans with Disabilities Act (ADA) Coordinator at 978-4920 at least 48 hours in advance of the meeting.

AUDITOR SELECTION COMMITTEE MINUTES
Wednesday, May 12, 2021 – 9:30 a.m.
City Hall, Council Chambers or Training Room, Vero Beach, Florida

PRESENT: Mayor, Robbie Brackett, Chairman; Members: Kathryn Barton and Scott Nuttall **Also Present:** Cindy Lawson, Finance Director; Jenny Flanigan, Assistant City Attorney and Sherri Philo, Deputy City Clerk

1. CALL TO ORDER

Mayor Brackett called today's meeting to order at 9:32 a.m. and the Deputy City Clerk performed the roll call.

Mayor Brackett led the Committee in the Pledge of Allegiance to the flag.

2. REVIEW AND APPROVAL OF DRAFT AUDITING SERVICES REQUEST FOR PROPOSALS (RFP)

Ms. Cindy Lawson, Finance Director, explained that the purpose of today's meeting was to review and release the Request for Proposals (RFP) for auditor services. She said this is the Committee's chance to ask questions and suggest changes to the RFP. After discussion, she would like the Committee to vote to release the RFP or to release the RFP as amended. She noted that she placed on the dais before the Committee members a revised, Part I, Proposal Guidelines, of the RFP (attached to the original minutes).

Mayor Brackett assumed that this new page with the revised schedule was given to the City Clerk's office so that the correct information is on the City's website.

Ms. Lawson reported that the City Clerk's office didn't receive this information until this morning.

Mr. Nuttall referred to the schedule stating that he would be out of town the week of June 28th through July 2nd.

Ms. Lawson suggested that they push it back a week and schedule the Auditor Selection Committee meeting to evaluate the RFP response to the week of July 4th.

Mayor Brackett reported that normally there would be a City Council meeting on the first Tuesday of the month, but historically the City Council has cancelled their first meeting in July because of Budget Hearings. He assumed that would be the case again, but would like it to be verified. He then referred to the schedule of July 12th through July 16th for the oral presentations and interviews. He assumed those dates would not interfere with the Budget Hearings.

Ms. Lawson thought the Budget Hearings were scheduled for July 15th and July 16th. She suggested that they reschedule the oral presentations to the following week.

The Committee agreed.

Mr. Nuttall referred to page 16, item 4), *Qualifications of Personnel to be Assigned to the Engagement* of the RFP. He suggested that they enhance it to where they would provide the City some type of time commitment, such as budgeted hours by staff and who on the team would participate in the audit and to what extent.

Ms. Lawson read in part page 17, item 7-b), *"The fee proposal should include a schedule of the rates and the hours anticipated for each staff member on the engagement..."* She suggested they change the wording to, *"The fee proposal should include a schedule of the rates and he hours anticipated for each staff member proposed for this engagement under item four (4) above..."*

Mr. Nuttall made a motion to approve the release of the RFP as amended. Mrs. Barton seconded the motion and it passed 3-0 with Mr. Nuttall voting yes, Mrs. Barton yes, and Mayor Brackett yes.

3. PUBLIC COMMENT

None

4. ADJOURNMENT

Today's meeting adjourned at 9:49 a.m.

/sp

PART I

PROPOSAL GUIDELINES

1-1 INTRODUCTION

The City of Vero Beach (City Hereafter), is soliciting the services of qualified firms of certified public accountants to audit its financial statements beginning with the fiscal year ended September 30, 2021 and for four (4) subsequent fiscal years, with an optional three (3) year renewal. The audit is to be performed in accordance with the provisions contained in this request for proposals and Section 218.391, Florida Statutes.

The City reserves the right not to award some or all of the services contemplated herein. Nothing in this RFP is intended to restrict the City of Vero Beach in any way in the selection of the proposal that best meets the needs of the City. The City reserves the right to reject any or all offers and to negotiate changes in proposals.

1-2 PROPOSAL SUBMISSION AND WITHDRAWAL

The City must receive all proposals no later than **2:30 p.m., Thursday, June 17, 2021**. To facilitate processing, please clearly mark the outside of the proposal package as follows: **“RFP NO. 180-21/JO, AUDITING SERVICES.”** This package shall also include the Proposer’s return address.

A Proposer may withdraw its proposal by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer for a period of one hundred twenty (120) days.

Date of issue of the RFP	May 18, 2021
RFP Questions Due	June 7, 2021
RFP Due Date	June 17, 2021 @ 2:30 pm
Auditor Selection Committee Meets to Evaluate RFP response	June 28- July 2, 2021
Oral Presentations/Interviews	July 12-16, 2021
City Council approve selection of audit firm and authorize negotiations	August 3, 2021
City council approve Professional Auditing Services contract	September 7, 2021

1-3 NUMBER OF COPIES

Proposers shall submit one (1) original and five (5) copies of their Proposal and **provide one (1) USB drive that contains “all” of your documentation included in the original bid in a pdf format** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery