



POLK CITY

REQUEST FOR PROPOSALS FINANCIAL AUDITING SERVICES RFP: 2024-01

Regular Mail, Overnight or Hand Deliver responses to:

Polk City

Attn: Patricia Jackson, City Manager

123 Broadway Boulevard SE

Polk City, FL 33868

Contact:

Joanna Knowles, Finance Director

Phone 863-984-1375 x246

Email: Joanna.knowles@mypolkcity.org

The Request for Proposal and any Addenda can be found
at www.mypolkcity.org

Request for Proposal (RFP) for Professional Auditing Services

Issued by: Polk City, Florida

State of Florida

I. Introduction

Polk City, Florida is requesting proposals from qualified independent certified public accounting firms to provide professional auditing services for fiscal years ending September 30, 2024, 2025 and 2026. This audit shall be performed in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (the "Yellow Book"), applicable Florida statutes, and regulations.

Pursuant to **Florida Statutes Chapter 218, Part III**, audits of local governmental entities are required to be conducted in accordance with the **Rules of the Florida Auditor General** (Chapter 10.550). In addition, if the Polk City, Florida meets the current applicable federal or state single audit threshold, the auditor may also be required to perform a Single Audit in accordance with the Single Audit Act and **Section 215.97, Florida Statutes**, which incorporates the requirements of Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance").

The auditor will also be required to perform an examination engagement in accordance with **AICPA Professional Standards Section AT-C 315**, to determine compliance with the provisions of **Florida Statutes Section 218.415 (Local Government Investment Policies)**, as required by the **Rules of the Florida Auditor General (Chapter 10.550)**.

II. General Information

1. Issuing Entity

- **Name of the Local Government:** Polk City, Florida
- **Address** 123 Broadway Blvd., SE, Polk City FL 33868
- **Contact Person:** Joanna Knowles
- **Phone Number:** 863-984-1375, extension 246
- **Email Address:** Joanna.knowles@mypolcity.org

2. General Description of Polk City, Florida

Polk City, Florida is a small city located in Polk County, Florida, with a population of approximately 3,000. The City provides a wide range of services to its residents, including:

- **General Government:** Administrative, legislative, and financial management, including budgeting, and planning.
- **Transportation:** Maintenance of local streets, sidewalks, traffic control systems, and other public infrastructure.
- **Public Safety:** Law enforcement and code enforcement. Law enforcement services are provided by the Polk County Sheriff's office pursuant to an interlocal agreement.
- **Sanitation:** Solid waste collection and disposal. Solid waste services are provided by a private contractor.
- **Water and Wastewater:** Operation and maintenance of the water supply, distribution system, wastewater treatment facilities, and stormwater management.

The City's primary sources of revenue include ad valorem property taxes, utility service fees, state revenue-sharing funds, and various other local revenues such as franchise fees and permits.

The City has engaged a CPA as a financial statement preparer and the auditor will be provided with an adjusted trial balance and documentation supporting financial statement amounts and disclosures as soon as possible after the end of the year and once auditing has been substantially completed, will prepare a complete set of basic financial statements under the Governmental Accounting Standards Board financial reporting framework.

2. Purpose

The purpose of this RFP is to obtain the services of a qualified firm to perform an independent audit of the financial statements of the Polk City, Florida in accordance with applicable auditing standards for fiscal years ending September 30, 2024, 2025 and 2026 including **Florida Statutes Chapter 218, Part III**, the **Rules of the Florida Auditor General**, and an examination engagement under **AICPA Professional Standards Section AT-C 315** for compliance with **Florida Statutes Section 218.415**.

III. Scope of Services

1. Financial Audit

The auditor shall conduct an examination and prepare an opinion on the financial statements in accordance with:

- **Generally Accepted Auditing Standards (GAAS),**
- **Government Auditing Standards (Yellow Book),**
- **Florida Statutes Chapter 218, Part III,**
- **Rules of the Florida Auditor General, Chapter 10.550,**
- Any other applicable local, state, or federal regulations.

The audit shall cover all funds, account groups, and component units of Polk City, Florida.

2. Single Audit (As-Needed Basis)

If Polk City, Florida meets the current applicable federal or state single audit threshold, a Single Audit shall be required in accordance with:

- The Single Audit Act Amendments of 1996,
- **Section 215.97, Florida Statutes,**
- Subpart F of 2 CFR Part 200 (Uniform Guidance),
- Government Auditing Standards, and
- Any additional applicable requirements.

3. Examination Engagement - Compliance with Florida Statutes Section 218.415

The auditor shall conduct an **examination engagement** in accordance with **AICPA Professional Standards Section AT-C 315** to determine compliance with the provisions of **Florida Statutes Section 218.415 (Local Government Investment Policies)**. This engagement is required by the **Rules of the Florida Auditor General, Chapter 10.550**, which mandates that auditors verify compliance with state law governing the investment of public funds.

4. Reporting

The selected firm will be responsible for:

- Providing an independent auditor's report,
- Preparing the report on internal control over financial reporting and on compliance with provisions of laws, regulations, contracts, and grant agreements,
- Issuing a management letter in accordance with **Section 218.39(4), Florida Statutes**, and the **Rules of the Florida Auditor General, Chapter 10.550**,
- Communicating any **significant deficiencies** or material weaknesses in internal controls,
- Preparing and submitting a report on the **examination engagement** for compliance with **Florida Statutes Section 218.415**, as required by the **Rules of the Auditor General**,
- Attending meetings with local government officials as necessary to present audit and examination engagement findings.

IV. Proposal Submission Requirements

Proposals must include the following information:

1. Firm Background and Experience

- Provide an overview of the firm's experience in governmental audits, particularly with local governments in Florida.
- List any Yellow Book, Single Audit, and examination engagement experience, including examples of prior engagements.
- Provide firm's organizational structure and philosophy for rotating staff.

2. Independence

- The proposer should provide an affirmative statement that all key supervisory personnel assigned to the engagement are independent of the City, as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards*. In addition, the proposer should have no conflict of interest regarding any other work performed by the firm for the City.

3. License Requirements, CPE

- The firm and assigned key professional staff must be properly registered and licensed to practice in the State of Florida. The firm must be Certified and Registered with the Florida Department of Professional Regulation, AICPA, and FICPA.
- Provide all applicable licenses, including license name, license numbers and contact information for the Firm and for the assigned key professional staff. The Town assumes a current CPA license for key staff is a valid proxy for proof of maintaining annual CPE requirements.

4. Staff Qualifications

- List the key personnel who will be assigned to this engagement, including their resumes and relevant certifications (e.g., CPA, CFE).
- Confirm compliance with Government Auditing Standards and Florida-specific continuing professional education (CPE) requirements.

5. Audit Approach

- Describe your firm’s audit approach and methodology.
- Indicate how your firm will comply with the provisions of Government Auditing Standards, the Single Audit Act, **Florida Statutes Chapter 218, Part III**, the **Rules of the Florida Auditor General**, and the **AICPA Professional Standards Section AT-C 315** for compliance with **Florida Statutes Section 218.415**.

6. References

- Provide at least three references from local government clients in Florida where similar audit and examination engagement services have been performed.

7. Cost Proposal

- Provide a detailed not-to-exceed fee proposal for each year that includes the fee structure (estimated blended hourly rates and projected hours) for the financial audit, Single Audit (if required), and the examination engagement. The fee structure should be shown separately for each of the above segments (financial audit, single audit and examination engagement).
- Include any additional charges that may apply (e.g., out-of-pocket expenses).
- Hourly rates for additional professional services.

8. Timeline

- Outline the expected timeline for conducting and completing the audit, Single Audit, and examination engagement, including key milestones.

V. Evaluation Criteria

Proposals will be evaluated based on the following factors:

1. Experience and qualifications of the firm and assigned personnel.
2. Knowledge of Florida-specific governmental auditing requirements, including **Chapter 218, Part III, Florida Statutes, Section 218.415**, and the **Rules of the Florida Auditor General**.
3. Demonstrated understanding of Government Auditing Standards (Yellow Book), the Single Audit process, and the examination engagement requirements.
4. Quality and clarity of the proposed audit approach and methodology.
5. Cost proposal and overall value.
6. References and reputation in providing audit and examination engagement services to similar local governments.

The criteria are itemized with their respective weights for a maximum total of 100 points per Selection Committee member.

EVALUATION CRITERIA	MAX POINTS
Experience and qualifications	30
Knowledge of Auditing Requirements	30
Quality and clarity of the audit approach	20
Pricing	20

VI. Evaluation Committee

The Evaluation Committee shall review all Proposals for compliance with the specifications and select a vendor(s) for recommendation. The City may, as it deems necessary, conduct discussions with responsible Proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

Contingent upon successful ranking of Proposals and negotiation of contracts, nothing shall preclude the from selecting a single, qualified firm to provide the services.

An Evaluation Committee meeting will be held at a date and time to be determined.

VII. Agreement Terms and Renewals

The initial contract term shall be for a period of three (3) years. The City reserves the right to renew the contract for two (2) additional one (1) year periods. The option of renewal shall only be exercised upon mutual written agreement by both parties and upon approval by the City Commission. All terms and conditions and unit prices shall remain the same as the original agreement, unless mutually agreed upon in writing. The agreement contract shall be in writing and must include, at minimum, the following provisions as required by Florida Statute 218.391(7):

- (a) A provision specifying the services to be provided and the fees for such services.
- (b) A provision requiring that the invoices for fees be submitted in sufficient detail to demonstrate compliance with the terms of the contract.
- (c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

VIII. Submission of Proposals

Proposals must be received by January 16, 2025, at the following address:

Polk City

123 Broadway Blvd., SE, Polk City FL 33868

Attention: Patricia Jackson, City Manager

Proposals may also be submitted electronically via email to: [Insert Email Address]

While every effort has been made to ensure the accuracy and completeness of the information in this RFP, we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned herein. It is the responsibility of the proposing company to include in their proposal all pertinent information.

Late submissions will not be considered.

IX. Rights Reserved by the Polk City, Florida

The Polk City, Florida reserves the right to:

- Reject any or all proposals for any reason or no reason.
- Waive any informalities in the proposals,
- Request additional information from any proposing firm,
- Modify the terms, conditions, and scope of the RFP as needed.

X. Inquiries

For additional information or questions regarding this RFP, please contact:

Joanna Knowles, 863-984-1375, extension 246

Joanna.knowles@mypolkcity.org

XI. REQUIRED ATTACHMENTS

Please provide the following attachments for all proposals

- Fee proposal.
- References.
- Copies of CPA licenses for all key professional staff.
- Copy of most recent peer review report.
- Affirmative statement of independence and no conflict of interest.
- Noncollusion Affidavit

We look forward to receiving your proposal.

Sincerely,

Patricia R Jackson

City Manager

Polk City, Florida

NON-COLLUSION AFFIDAVIT

State of Florida
County of _____

Before me, the undersigned authority, personally appeared _____ (affiant), who, being first duly sworn, deposes and says that:

1. He/She is the _____ (name/title) of _____ (name of firm) hereinafter referred to as the "Bidder," and that he/she has the authority to make this affidavit on behalf of the Bidder.
2. The Bidder is submitting a proposal to **Polk City, Florida**, in response to a Request for Proposal (RFP) for Auditing Services.
3. The Bidder certifies that the proposal is genuine, and the prices quoted therein have been arrived at independently, without collusion, consultation, communication, or agreement with any other bidder or with any competitor with the intent of restricting competition.
4. The Bidder further certifies that:
 - o 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 proposal for the purpose of limiting competition.
 - o The prices in the proposal have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder before the opening of proposals to any other bidder or competitor.
5. The Bidder certifies that neither it nor its officers, directors, partners, owners, agents, representatives, employees, or parties in interest have in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with the Contract for which the attached proposal has been submitted.
6. The Bidder understands that false statements made in this affidavit are subject to the penalties of perjury, and that providing false, misleading, or fraudulent information may result in disqualification from the bidding process or nullification of any contract awarded based on the proposal.
7. The Bidder acknowledges that this affidavit is made for the purpose of inducing Polk City, Florida to award a contract for auditing services.

Name: _____

Title: _____

Firm: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____ **Email:** _____

Signature of Affiant: _____

Date: _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, **20**, by _____ who is personally known to me or has produced _____ as identification.

Notary Public, State of Florida

Print Name: _____

My commission expires: _____

Commission Number: _____