



REQUEST FOR PROPOSAL

TO: Interested Parties
FROM: Sean Sullivan, Executive Director, TBRPC
SUBJECT: Call for Proposals: Financial Auditing Services for Tampa Bay Regional Planning Council (TBRPC)
DATE: July 19, 2022

The Tampa Bay Regional Planning Council is soliciting proposals for the following project:

Title: Financial Audit Services
Budget: To be negotiated

The expected duration of this project is approximately six months.

Funding for this project is from the Tampa Bay Regional Planning Council Annual Budget. The attached Request for Proposals describes the project requirements, evaluation process, time schedule, and information to be included in the proposal. **The deadline for emailed submission of digital proposals is 2:00 p.m. EDT, August 19, 2022**, to Ms. Wren Krahl, Deputy Executive Director, Tampa Bay Regional Planning Council (wren@tbrpc.org).

Questions concerning this RFP must be submitted by email to Ms. Wren Krahl, Deputy Executive Director, Tampa Bay Regional Planning Council (wren@tbrpc.org) and copy Maria Robles, Communications Planner (maria@tbrpc.org) no later than August 10, 2022, at 2:00 p.m. EDT.

REQUEST FOR PROPOSAL

The Tampa Bay Regional Planning Council (TBRPC), funded by local governments surrounding the Tampa Bay area, is requesting proposals from qualified respondents to conduct financial auditing services described below. The total TBRPC FY2022 budget is \$2.5M considering all revenue. In accordance with the Code of Federal Regulations (40 CFR 33.401), the TBRPC ensures to the fullest extent possible to negotiate a "Fair Share" percentage of not less than 10% of federal funds for prime contractors, subcontracts, supplies, etc. to organizations owned or controlled by minority business enterprises, organizations owned or controlled by socially and economically disadvantaged individuals, and women's business enterprises. Prime contractors hereunder are required to include the same "Fair Share" minimum percentage statement in their bid documents for subcontracts.

The Tampa Bay Regional Planning Council is soliciting proposals for the following project:

Title: Financial Auditing Services
Budget: To be negotiated

The expected duration of this project is approximately six months.

Proposals must be submitted as an attachment (PDF preferred) to an email addressed to Ms. Wren Krahl, Deputy Executive Director, at wren@tbrpc.org. Please include, "**Financial Auditing Services Proposal**" in the subject line. Proposals will be accepted until 2:00p.m. EDT, August 19, 2022.

Members of the Evaluation Committee will be selected by the TBRPC Executive Director. The Committee shall review each proposal and develop findings for delivery to the Executive Director. The Committee has the option to request presentations from any or all respondents to the RFP based on their initial findings. The Executive Director may attend the Evaluation Committee meeting to help organize but will not engage in fact-finding of the Committee. Based on the Evaluation Committee findings, the Executive Director will take final action to notify the highest ranked respondent and further negotiate scope and budget. The TBRPC reserves the right to request clarification of any applicant and refuse any or all proposals. All respondents will be notified of selection of the contractor under this RFP.

Proposals may be submitted by any private consulting organization, certified public accountant, or any combination of the above as allowed under existing state or federal law and regulations. Proposals will be evaluated for the total period of performance based on the evaluation criteria. The TBRPC may negotiate content, cost, and timeframe on selected proposals.

Project Objectives and Description, Scope of Work, Work Schedule, and Work Products required for the project are included in the following sections of this RFP.

1. PROJECT OBJECTIVES & DESCRIPTION

The objective of this Request for Proposal (RFP) is to secure the services of an independent certified public accounting firm, licensed in the State of Florida, to provide financial auditing services to the Tampa Bay Regional Planning Council (TBRPC). TBRPC is an Independent Special District of the State of Florida as defined in Chapter 163.01, Florida Statutes.

These services will include an audit of the financial information of the governmental activities and general fund which collectively comprise the TBRPC's basic financial statements. The initial audit will be for the fiscal year ending September 30, 2022, with the possibility of three, one-year renewals for subsequent fiscal years. Audits will be conducted in accordance with the provisions contained in this RFP.

2. SCOPE OF WORK

The respondent will be required to perform an examination of the basic financial statements and to express an opinion as to whether the financial statements, including financial position, results of operations and changes in financial position are presented fairly in all material respects and in conformity with generally accepted accounting principles.

While not a required part of the basic financial statements, the combined and individual fund financial statements and schedules will be derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The respondent will subject these accounting and other records to the auditing procedures applied in the audit of the basic financial statements. The respondent will express an opinion as to whether such information is fairly stated, in all material respects, "in relation to" the basic financial statements as a whole.

The respondent will issue a report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, generally accepted government auditing standards, and a communication regarding internal control matters identified in the audit to those charged with governance and management.

TBRPC does not expect to meet the requirements for a federal or single audit for FY2022; however, respondent should provide estimates of projected cost if these thresholds do occur. As such and if applicable, the respondent will conduct an audit of each major federal program and on internal control over compliance as required by the OMB Compliance Supplement. The respondent will issue a report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements performed in accordance with Government Auditing Standards, and a report on compliance for each major federal program and on internal control over compliance as required by the Uniform Guidance will be issued.

Lastly, the respondent, from time to time, will be requested to assist with accounting and related issues which will require timely responses to inquiries.

3. REQUIRED AUDITING STANDARDS TO BE FOLLOWED

To meet the standards outlined in this request for quote, the respondent shall be able to conduct an audit in accordance with:

- auditing standards generally accepted in the United States of America;
- the standards applicable to financial audits contained in Government Auditing Standards;
- requirements of Chapters 218.39 and 218.415, Florida Statutes and Chapter 10.550 of the Rules of the Auditor General; and,
- provisions of the OMB Uniform Guidance and the Florida Single Audit Act, Chapter 215.97, Florida Statutes, when applicable.

4. REQUIRED DELIVERABLES & REPORTS TO BE ISSUED

Following completion of the audit for each fiscal year's financial statements, the respondent will be required to issue the following reports:

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- A report on internal control over financial reporting and on compliance and other matters based on an audit of the financial statements performed in accordance with Government Auditing Standards and a communication of internal control matters identified in the audit to those charged with governance and management.
- A report on compliance for each major federal program and on internal control over compliance required by the Uniform Guidance and Chapter 10.550, Rules of the Auditor General and the Florida Single Audit Act, Section 215.97, Fla. Stat., as applicable.
- A report on compliance with Section 218.415, Florida Statutes, concerning the investment of public funds during each fiscal year.
- The reports on compliance shall include all instances of non-compliance irregularities and illegal acts, and the auditor shall be required to make an immediate, written report of all irregularities and/or illegal acts of which the auditor becomes aware to the audit committee.

Respondents should review TBRPC's previous fiscal year (FY2021) audited financial statements to understand the level of detail required for reporting to the Council.

5. SCHEDULE FOR CONDUCTING AUDIT & DELIVERING FINAL REPORTS

It is anticipated that each of the following tasks will be completed by the respondent no later than the dates indicated or such alternate dates as agreed upon in writing by the TBRPC and the respondent in a given fiscal year:

- a. Interim Work: Interim work is expected to be accomplished prior to October 31st.
- b. Schedules to be prepared by TBRPC's Accounting Manager and TBRPC's Executive Director.
- c. Fieldwork: The auditor shall complete all fieldwork including that required by the single audits by December 31st.

- d. Final Reports, Statements & Presentations: The auditor shall deliver, in final form, all required reports and a summary presentation to the Regional Planning Council at their February meetings. Responses to management comments and single audit findings shall be prepared by the TBRPC and returned to the auditor on or before February 28th of each year.

6. PROPOSAL SUBMISSION REQUIREMENTS

Please submit the following information in the order requested:

- a. Letter of Transmittal that includes the prime respondent's name, company (if any), address, phone number, and email address. Please also indicate the name of the person authorized to enter into contract with the TBRPC. The letter should not exceed one page in length and should briefly state the Respondent's understanding of the work and responsibilities.
- b. Resume(s) of the certified public accountant(s) (CPA) who will be responsible to ensure that all financial auditing services are provided in accordance with state of Florida requirements for public entities, as well as requirements for public entities receiving federal appropriations. Provide a copy of the CPA license(s). Resume(s) should also highlight qualifications that meet TBRPC's objectives to perform all tasks listed in this request for proposal.
- c. The respondent's scope of work and associated cost(s) to perform the general tasks and achieve the objectives of this request for proposal.
- d. A listing of two projects of a similar nature where the respondent successfully provided financial auditing services to other public entities during the past 5 years.
- e. Proof of respondent's ability to do business in the state of Florida.
- f. Proof of current insurance and acknowledgment of insurance required upon contract execution.

The TBRPC reserves the right to reject any and all proposals, waive informalities or omissions in the proposal, and negotiate a contract with the most qualified firm for financial auditing services which best meets the needs of the TBRPC.