



REQUEST FOR PROPOSALS

INDEPENDENT AUDIT SERVICES

Proposals must be received before:
June 3rd, 2019
4:00 p.m. Eastern Time
Lee County Mosquito Control District

RFP No. 19-105

Refer Inquiries To:

Chris Gates, Purchasing Manager
Lee County Mosquito Control District
Lee County Hyacinth Control District
ATTN: Purchasing
(239) 694-2174 x2133
gates@lcmcd.org

Lee County Mosquito Control District
Lee County Hyacinth Control District
15191 Homestead Road • Lehigh Acres, FL 33971
(236) 694-2174 • Fax (239) 694-5952
www.lcmcd.org

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I. GENERAL

The District(s) seeks to enter into an agreement with a qualified Firm (Proposer) with substantial and relevant experience and expertise to provide professional independent auditing services. There will be (3) engagement letters pursuant to this RFP:

1. Lee County Mosquito Control District (LCMCD);
2. Lee County Hyacinth Control District (LCHCD); and
3. LCMCD/LCHCD Retiree Health Insurance Trust.

II. DEFINITIONS

A. DEFINITIONS

In order to simplify the language throughout this request for proposal, the following definitions shall apply:

Lee County Hyacinth Control District – Same as District(s)

Lee County Mosquito Control District – Same as District(s)

Board of Commissioners – The elected officials of the District(s)

Contract – An agreement between the District(s) and the successful Proposer to furnish the services described herein

District(s) – The Lee County Mosquito Control District and the Lee County Hyacinth Control District are both Independent Special District(s) authorized by the Florida State Legislature

Firm – the successful Proposer of this request

Proposer – Respondents to this Request for Proposal

RFP – Request for Proposal

III. INSTRUCTIONS to PROPOSERS

A. NOTICE

Sealed Proposals are due at **4:00 p.m. ET on MONDAY JUNE 3RD, 2019** after which time all qualified proposals will be acknowledged at 15191 Homestead Road, Lehigh Acres, FL 33971. Proposals received after the specified deadline will be returned unopened.

Four (4) printed copies (1 original and 3 duplicate copies) plus 1 digital copy (flash drive) of proposals must be provided.

Sealed proposals shall be clearly marked with the RFP number and title and addressed to:

Hand-delivered or Delivery via FedEx, UPS, DHL, etc.:

Lee County Mosquito/Hyacinth Control District

Attn: Chris Gates

15191 Homestead Road

Lehigh Acres, FL 33971

B. QUESTIONS and INQUIRIES

Questions and inquiries about this RFP shall be submitted in writing via email to the following point of contact:

Chris Gates, Purchasing Manager

Purchasing & Inventory Division

Email: gates@lcmcd.org

The deadline for written questions is **MAY 20TH, 2019 at @ 3:00 P.M. ET**. This deadline has been established in order to provide adequate time for District staff to prepare responses to questions from Proposers to the best of their ability in advance of the Pre-Proposal Conference meeting.

Proposers shall not attempt to contact Board members, District(s) staff or Management directly during the pre-proposal or post-proposal period. The District(s) intend to respond to all appropriate questions or concerns; however, the District(s) reserve the right to decline to respond to any question or concern. All material modifications, clarifications or interpretations will be incorporated into an addendum which will be publicly posted. All addenda issued prior to the due date and time for responses are incorporated into the RFP and must be acknowledged in the Proposal response. Only written information provided shall be binding. Oral or other interpretations shall not be binding and are held without legal effect.

C. SCHEDULE of IMPORTANT DATES

The District(s) will generally comply with the following schedule for the selection process, subject to changes necessary to ensure fairness and to accommodate unanticipated events:

Release RFP		April 19 th , 2019
Pre-Proposal Conference	10:00 A.M. ET	May 6 th , 2019
Deadline for Questions and Inquiries	3:00 P.M. ET	May 20 th , 2019
Proposals Closing Date and Time	4:00 P.M. ET	June 3 rd , 2019
District’s Review of Proposals		June 2019
Date for Finalist Interviews and or Presentations <u>(if any)</u>	10:00 A.M. ET	July 18 th , 2019
Earliest Award by District	(based on Board Meeting**)	July 18 ^{th**} or August 15 ^{th**} , 2019

D. PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be conducted in the **Training Center located at LCMCD 15191 Homestead Road, Lehigh Acres, FL 33971.**, beginning at 10:00 A.M. EST on **May 6th, 2019**. This meeting is not mandatory. Any questions and answers addressed during the conference meeting will be issued in an addendum and all known parties will be notified.

E. FINALIST INTERVIEWS and/or PRESENTATIONS

Proposers reasonably subject to being selected based on the criteria set forth in this RFP may be given an opportunity to make a presentation and/or interview with the Evaluation Committee. **Finalists selected for interviews and/or presentations must be available on July 18th 2019 at 10:00 A.M., Interviews and/or Presentations will be conducted in the Training Center located at LCMCD 15191 Homestead Road, Lehigh Acres, FL 33971.** Following any presentation and/or interviews, proposals will be ranked in order of preference and contract negotiations will begin with the top ranked proposer. Should negotiations with the highest ranked proposer fail to yield a contract, or if the proposer is unable to execute the District’s contract, negotiations will be formally ended and then commence with the second highest ranked proposer, etc. However, the District(s), may in its sole discretion, negotiate and award a contract without presentations or interviews, based solely on information supplied in the proposal responses.

IV. STANDARD TERMS and CONDITIONS

A. ADDENDA

Each Proposer shall examine the RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP, shall be submitted on or before the deadline for such questions and inquiries. Any responses will be in the form an addendum. All addenda shall become part of the contract documents.

B. COMPLIANCE WITH LAWS

The successful Firm shall comply with all laws, rules, codes, ordinances and licensing requirements that are applicable to the conduct of its business, including those of federal, state and local agencies having jurisdiction and authority over the District(s). The Firm shall comply with the Immigration and Nationality Act, the American with Disabilities Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Violation of any applicable laws, roles, codes, ordinances or licensing requirements will be grounds for contract termination.

C. CONE OF SILENCE

Upon issuance of the RFP, prospective Proposers or any agent, representative or person acting at the request of the Proposer shall not have any contact, communicate with or discuss any matter relating in any way to the RFP with any Commissioner, committee member, agent or employee of the District(s), other than the person designated herein. This prohibition begins with the issuance of the RFP and ends upon the execution of a final contract or when the RFP has been cancelled. If it is determined that improper communications were conducted, the Proposal may be declared non-responsive.

D. CONFIDENTIALITY

Proposers should be aware that all proposals provided are subject to public disclosure after the contract is awarded and will not be afforded confidentiality, unless provided by Florida Statutes, Chapter 119. If any information is submitted with a proposal that is deemed "confidential" or "proprietary" the Proposer must stamp those pages of the proposal that are considered confidential or proprietary. The Proposer must provide documentation as to validate why the stamped documents should be declared confidential in accordance with Florida Statutes, Chapter 119, public records exemptions.

E. DISQUALIFICATION OF PROPOSALS

The opportunity to supply goods and services to the District(s) or to otherwise contract with the District(s) is a privilege, not a right. Individuals or firms involved in certain crimes should be denied the privilege of transacting business with the District(s) and the opportunity of obtaining economic benefit through the transaction of business with the District(s) (F.S. 287.132). Therefore:

1. Any person or affiliate who has been placed on the convicted vendor list following a public entity crime may not submit a bid, Request for Proposals, or reply on a contract to provide any goods or services to the District(s) for a period of 36 months following the date of being placed on the convicted vendor list.

2. The District(s) may not accept any bid, request for proposal, or reply from, award any contract to, or transact any business with a person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was on the convicted vendor list.
3. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, request of proposal, or reply on a contract to provide goods or services to the District(s).
4. The District(s) may not accept any bid, request for proposal, or replies from, award any contract to, or transact any business with any entity or affiliate on the discriminatory vendor list for a period of 36 months following the date the entity or affiliate was placed on the discriminatory vendor list.

F. DISCLOSURE

At the due date and time there will be no disclosure of contents of any Proposal to competing Proposers, and all Proposals will be kept confidential during the negotiation process. Except for trade secrets and confidential information which the Firm identifies as proprietary, all Proposals will be open for public inspection after the contract award.

G. MANAGEMENT

Should there be a change in management after the due date and time, but before a contract is awarded, Proposers must notify the District(s) immediately. This may result in further evaluation. Should a change in management occur after the contract is awarded, the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract. Any resulting contract is nontransferable by either party.

H. PRIORITY of DOCUMENTS

In the event there are inconsistencies between the RFP terms and conditions, scope of work or Agreement terms and conditions contained herein, the latter will take precedence.

I. RECEIPT of PROPOSALS

Proposal(s) must be received by the District(s) prior to the time and date specified. The mere fact that the Proposal was dispatched will not be considered; the proposer must insure that the Proposal is actually delivered. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division.

J. REIMBURSEMENTS

There is no express or implied obligation for the District(s) to reimburse responding Proposers for any expenses incurred in preparing Proposals in response to this request and the District(s) will not reimburse firms for these expenses, nor will the District(s) pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

K. REPRESENTATIONS and RESPONSIBILITIES

By submitting a proposal in response to this RFP, Proposer represents that it has carefully read and understands all elements of this RFP; has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the work; and has full knowledge of the scope, nature, quality and quantity of services to be performed.

By submitting a proposal in response to this RFP, the Proposer represents that it has not relied exclusively upon any technical details in place or under consideration for implementation by the District(s), but has supplemented this information through due diligence research and that the Proposer sufficiently understands the issues relative to the indicated requirements.

The failure or omission of Proposer to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site or other details shall in no way relieve any Proposer from any obligations with respect to its proposal or to the contract.

L. SUBCONTRACTORS

If the proposer proposes to use subcontractors in the course of providing services to the District(s), this information shall be a part of the RFP response. Such information shall be subject to review, acceptance and approval by the District(s), prior to any contract award. The District(s) reserve the right to approve or disapprove of any subcontractor when in the best interest of the District(s) and to require the Firm to replace any subcontractor with one that meets the District(s) approval.

M. TERM of AGREEMENT

1. Original Term:

The initial term of the agreement shall become effective upon the approval of the Board and shall remain in full force and effect for thirty six (36) months or (3 fiscal years).

2. Renewal Term:

Upon completion of the term of the original agreement and upon mutual agreement of both parties, the original agreement may be renewed for up to two (2) additional one (1) year terms.

N. VENUE

Any contract awarded as a result of this RFP shall be governed by and construed in accordance with the laws of the State of Florida, and is fully performable in Lee County, Florida, and venue for any action related to this contract will be Lee County, Florida.

O. WITHDRAWAL of PROPOSALS

A proposal may be modified or withdrawn by the Proposer any time prior to the time and date set for the receipt of proposals in accordance with the following guidelines.

1. Proposer shall notify the District(s) in writing of its intention to withdraw a previously submitted proposal.
2. Proposals withdrawn and modified must be resubmitted to the District(s) no later than the time and date set for the receipt of proposals.
3. No proposal can be withdrawn after the time set for the receipt of proposals and for a minimum of ninety (90) days thereafter.

P. WORKFORCE

Firm shall employ only orderly and competent workers, skilled in the performance of the Services which they will perform under the Agreement. If the District or the District's representative notifies the Firm that any worker is incompetent, disorderly or disobedient, has knowingly or repeatedly violated safety regulations, has possessed or was under the influence of alcohol or drugs on the job, the Firm shall immediately remove such worker from Agreement Services and may not employ such worker again on Agreement Services without the District's prior consent.

V. BACKGROUND and CURRENT CIRCUMSTANCES

A. LEE COUNTY MOSQUITO CONTROL DISTRICT (LCMCD)

The Lee County Mosquito Control District was established in 1958 by an act of the Florida Legislature as an independent district that operates under the regulatory authority of the Department of Agriculture and Consumer Services and Chapter 388, Florida Statutes. The Lee County Mosquito Control District has been providing uninterrupted mosquito control services to the citizens of Lee County for over sixty years. During those years the District has remained at the forefront of mosquito control, helping to develop control technologies that are effective and sensitive to Florida's unique natural habitats and wildlife.

B. LEE COUNTY HYACINTH CONTROL DISTRICT (LCHCD)

The Lee County Hyacinth Control District was formed by an act of Florida Legislation in 1961 and operates under Chapter 98-462, Florida Statutes. It was formed to combat the nonindigenous water hyacinth infesting the Caloosahatchee River. Today the Lee County Hyacinth Control District strives to promote sound aquatic plant management through operations, research and outreach education emphasizing integrated management techniques.

C. LCMCD/LCHCD RETIREE HEALTH INSURANCE TRUST

The LCMCD/LCHCD Retiree Health Insurance Trust established in September 2015 for the purpose of paying benefits from the Trust to a health insurance provider to subsidize an eligible retiree's health insurance premiums after retirement in accordance with plan documents and the Internal Revenue Code Section 501(c)9. The Trust is administered by a board of five (5) trustees consisting of the Executive Director of LCMCD, the CFO of the LCMCD, the Secretary/Treasurer of the Board of Commissioners, and employee of the LCHCD and a retiree of either the LCMCD or the LCHCD.

D. CURRENT ENVIRONMENT

1. District Organization

- a. Both Districts are governed by the same Board, consisting of seven (7) elected Commissioners.
- b. The Executive Director for both Districts serves as the Chief Executive Officer and is appointed by the Board of Commissioners.
- c. The Deputy Director of Administration is the Chief Financial Officer and provides oversight of Information Technology, Accounting, Purchasing/Inventory, Risk Management and Payroll for both Districts.
- d. The District(s) Retiree Health Insurance Trust is governed by a separate board consisting of XX elected?? Commissioners.

2. Fund Structure

- a. Each District has a General Fund.
- b. Beginning in FY 2019, the Lee County Mosquito Control District has a Capital Projects Fund.

3. Balance Sheet

- a. Capital assets consisting of land, buildings, improvements, aircraft, vehicles, equipment and machinery is valued at approximately.

LCMCD - 2017 at \$ 22,154,151.00 and 2016 at \$21,576.334.00

LCHCD - 2017 at \$ 1,336,466.00 and 2016 at \$ 1,402.981.00

- b. The District(s) maintain an inventory warehouse for chemical, vehicle and aircraft parts valued at: **LCMCD** at \$ 1,934,408.00 and **LCHCD** at \$ 103,077.00
- c. Each District utilizes an unwritten investment policy in accordance with Florida Statute 218.415(17)
- d. Each District has a liability for accrued benefits including Other Post-Employment Benefits
- e. Lee County Mosquito Control District has long term liability for the purchase of aircraft

4. Revenues

- a. Ninety percent (90%) of the LCMCD revenue source(s) is ad valorem taxes
- b. Ninety eight percent (98%) of LCHCD revenue source(s) is ad valorem taxes

5. Expenditures

- a. Expenditures are divided in five (5) main categories:
 - i. Personal Services
 - ii. Operating Services
 - iii. Contingency
 - iv. Capital Outlay
 - v. Debt Service (LCHCD does not have debt service)

6. Budget

The 2019 fiscal year budget for each district:

- a. Lee County Hyacinth Control District \$ 3,473,040
- b. Lee County Mosquito Control District \$36,398,700

7. Accounting Systems

- a. Currently the Districts utilize disparate systems:
 - Accounting – Quickbooks
 - Purchasing/Inventory – AS400
 - Fixed Assets – Fixed Asset Keeper
 - Payroll - ADP
- b. During 2019, the District(s) will be implementing a fully integrated financial system - Tyler Technology’s InCode software - that incorporates all financial components.
- c. Accounting records are maintained on a modified accrual basis.

8. Previous Audits

2014-2018 Carr, Riggs & Ingram LLC

9. Finance Org

- a. Key employees that will provide assistance during the audit:
 - David Hoel, Executive Director
 - Russ Baker, Chief Financial Officer
 - Sean O’Neal, Senior Accountant
 - Chris Gates, Purchasing Manager
- b. The District(s) do not have an internal audit department.

10. Additional Resources

- a. The District(s) minutes, budget, and other financial resources can be found on their website(s):
 - i. <https://www.lcmcd.com/commissioners/executive-archives/>
 - ii. <https://lchcd.org/board-meeting-minutes/>
 - iii. <https://lchcd.org/budget-amendments/>
 - iv. <https://lchcd.org/financial-statements/>

VI. SCOPE of WORK

A. GENERAL

The Firm will conduct a financial and compliance audit of the District(s) financial statements for the Fiscal Years ending **September 30, 2019, 2020, and 2021**. The Firm will perform their audit of the District(s) financial statements in accordance with generally accepted auditing standards and, accordingly, will include an audit of the financial statements of the governmental activities. The major fund(s) and the statement of revenues, expenses and changes in fund balance – budget and actual, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District(s). The audit will include a report on internal control over financial reporting and on compliance related to major programs.

B. AUDITING STANDARDS

To meet the requirements of this request for proposal, the audit shall be performed in accordance with:

1. Section 218.415, Florida Statutes
2. Section 218.39, Florida Statutes
3. Rules of the Florida Department of Financial Services
4. Rules of the Auditor General (Chapter 10.550 Local Government Entity Audits)
5. AICPA Audit and Accounting Guide – Audits of State and Local Government Audits
6. Federal and Florida Single Audit Acts
7. *Government Auditing Standards* issued by the Comptroller General of the U.S.
8. Any other applicable Federal, State and local laws or regulations;

Any updates of, or amendments to, these described auditing standards are to be incorporated in future audits performed by the Firm performing auditing engagements for the District(s) in future fiscal years.

C. REPORTS TO BE ISSUED

The Firm shall submit an audit report on the fair presentation of the District(s) financial statements in conformity with all applicable accounting principles for each fiscal year, including but not limited to:

2. A report on the fair presentation of the District(s) basic financial statements as a whole, in conformity with all applicable accounting principles.
3. A report on the internal control structure based on the Firm's understanding of the control structure and assessment of control risk.
4. A report on compliance with laws and regulations.
5. A "Management Letter" required by Section 218.39(4), Florida Statutes. The Management Letter should include a summation of audit findings and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, and any other matters.

6. Reports pursuant to accounting standards generally accepted in the United States of America that provide for certain required supplemental information (RSI) to include but not limited to:
 - a. Management’s Discussion and Analysis
 - b. Schedule of Funding Progress for Other Post-Employment Benefits
 - c. Schedules of Proportionate Share of Net Pension Liability Florida Retirement System and Health Insurance Subsidy Program (last 10 fiscal years)
 - d. Schedules of Employer Contributions – Florida Retirement System and Health Insurance Subsidy Program (last 10 fiscal years)
7. If applicable, reports required by the single Audit Act of 1996 and OMB Circular A-133 to include (at this time, the District(s) do not anticipate the need for a single audit for FY19):
 - a. An opinion on the financial statement and on the supplementary schedule of expenditures of federal awards.
 - b. A report on the compliance and internal control over financial reporting based on an audit of financial statement performed in accordance with Governmental Auditing Standards.
 - c. A report on compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB Circular A-133.
 - d. A schedule of findings and questioned costs.
 - e. A report on compliance with requirements applicable to grants (if applicable).
8. The Firm must complete the Annual Financial Report to the Department of Banking and Finance and verify the report is in agreement with all audited figures.
9. The Firm will examine the District(s) compliance with Florida Statute 218.415 *Local Government Investments Policies* in order to express an opinion as to whether the District(s) complied, in all material aspects, with the Statute.

During the course of the audit, any irregularities, illegal acts or omissions, violation of laws or regulations must be reported immediately to the Executive Director and Chief Financial Officer.

D. WORK SCHEDULE and PROPOSED TIMELINE

Entrance Conference	July/August
Interim Audit and Planning	August & September
Warehouse Inventory Audit/Count	September 30 or October 1 (if on a weekend, then the following Monday)
Detail Audit Plan	Before September 30
Fieldwork Completed	January - March
Draft Reports	March
Exit Conference	No later than April 15
Final Reports (10 bound plus 1 electronic file)	No later than May 12
Board Presentation	At the regularly scheduled Board meeting in May

E. DISTRICT ASSISTANCE TO BE PROVIDED TO THE FIRM

1. Staff will perform the year-end closing of the books.
2. Staff will prepare work schedules and related materials as requested by the Firm.
3. Staff will provide all documentation (i.e., invoices, checks, and other supporting documents) as requested by the Firm.
4. Staff will be available during the audit to assist the Firm by providing any pertinent information, documentation and explanations.
5. The preparation of the financial statements will be the responsibility of the Firm.
6. The preparation of confirmations will also be the responsibility of the Firm.

F. WORKING PAPER RETENTION and ACCESS TO WORKING PAPERS

All working papers and reports must be retained, at the Firm's expense, for a minimum of five (5) years, unless the Firm is notified in writing by the District of the need to extend the retention period. The Firm will be required to make working papers available, upon request of the Chief Financial Officer, or their designee. In addition, the Firm shall respond to the reasonable inquiries of successor Firms and allow successor Firms to review working papers relating to matters of continuing accounting significance.

V. SUBMISSION REQUIREMENTS

The District(s) will not accept oral proposals, or proposals received by telephone or FAX machine. Proposals must be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet all requirements and specifications of this RFP. Emphasis should be focused on completeness, clarity of content and responsiveness to all requirements and specifications of this RFP.

The proposal must be submitted in hard copy. Proposer shall submit 1 original and 3 copies of the entire proposal, plus 1 digital copy (USB flash drive).

The District(s) requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, Respondents shall follow the described format. The intent of the proposal format is to expedite review and evaluation. It is not the intent to constrain Proposers with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review.

COVER LETTER and STATEMENT of INDEPENDENCE

1. Provide a cover letter that includes the name and contact information for the individual responsible for answering any questions related to the Proposal response.
2. Provide an affirmative statement that the Firm will be independent of District(s) elected and appointed officials as defined by generally accepted auditing standards.
3. Provide a list and describe the Firm's professional relationships involving the District(s) Board of Commissioners, Chief Financial Officer or Executive Director, together with a statement explaining why such relationship does not constitute a conflict of interest relative to performing the proposed audit.

TAB A FIRM BACKGROUND

1. Briefly introduce your Firm including the number of years in business
2. Provide a summary of the administration, organization and staffing of your Firm, including multiple offices, if applicable
3. Include the same for any associate firm or subcontractor.

TAB B FIRM EXPERIENCE and QUALIFICATIONS

1. Describe at least three (3) engagements that are complementary in nature to this assignment. References for each engagement should be included (preferably other Mosquito Control Districts or Aviation Industry audits).
2. Describe the experience of the Firm in the last thirty-six (36) months in performing services of similar scope and size.
3. Identify the Firm’s partner-in-charge and each individual who will work as part of this engagement (audit team). Include resumes for each person to be assigned. Include any professional designations and affiliations, certifications, licenses, and continuing professional education hours, etc.
4. Provide an organizational chart indicating positions and name of the core management team and staff (audit team) that will undertake this engagement.
5. Describe the Firm’s approach to peer review and provide a report of the most recent peer review. Indicate whether the peer review included a review of local government client activities.
6. Provide a list of any disciplinary actions that have been instituted or proposed against the Firm during the last three (3) years.
7. Describe the results of any State or Federal reviews during the past three (3) years of the Firm’s governmental client audit work.

TAB C MANAGEMENT PLAN and TECHNICAL APPROACH

1. Clearly acknowledge your understanding of the scope of work, providing a narrative description of the Firms’ plan to accomplish the work and services to be provided to the District(s) including staff assignments for each phase of the work.
2. Clearly identify materials and knowledge resources that the Firm will need from the District(s) to complete this project.
3. Identify progress reports that will be made available during the process and key decision points.
4. Clearly distinguish the Firms’ duties and responsibilities and those of the District(s). Absence of this distinction shall mean the Firm is assuming full responsibility for all tasks.

TAB D WORK SCHEDULE and TIMELINE

1. Provide a detailed time frame to complete each phase of this engagement in a phase by phase approach, including the amount of time the Firm will be on site at the District(s) offices and amount of time the Firm expects to work off site.
2. Provide suggestions and ideas for completing this engagement in an efficient, effective and innovative manner.

TAB E COST PROPOSAL

1. Provide a not-to-exceed cost proposal broken down by District and fiscal year for the initial term of three (3) years.
2. Provide a not-to-exceed cost proposal for the LCHCD/LCMCD Retiree Health Insurance Trust Audit for the initial term of three (3) years.

3. Provide a schedule of billing rates per hour for staff assigned to the engagement for auditing services for any additional services that may be requested or required.
4. Travel and other reimbursable fees must be estimated and submitted separately from professional fees.
5. The actual contract amount will be negotiated after the Firm has been selected and the scope of work finalized.

TAB F ENGAGEMENT LETTER(S)

The District(s) will have three (3) engagement letters: one (1) for the Lee County Mosquito District and one (1) for the Lee County Hyacinth Control District; and one (1) for the LCHCD/LCMCD Retiree Health Insurance Trust. The proposed engagement letter must include a statement that all invoices for fees and cost will be submitted in sufficient detail to demonstrate compliance with terms of the contract. The proposed engagement letter must also include the terms of the agreement, renewal terms, and conditions under which the contract may be terminated or renewed. Firms should submit a sample/draft engagement letter.

TAB G CERTIFICATION and ACKNOWLEDGMENT PAGE

VIII. EVALUATION and SELECTION PROCESS

The District(s) have attempted to provide a comprehensive statement of requirements through this RFP for the engagement. Written proposals must present Proposer's qualifications and understanding of the work to be performed. Proposers are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals must be as thorough and detailed as possible so that the District(s) may properly evaluate capabilities to provide the requested services.

The District(s) have established specific, weighted criteria for selection. This section presents the evaluation criteria, description, and relative weight assigned to each (100 points maximum). The District(s) will evaluate each Proposer's responses to the requirements contained in this RFP.

Clarity and Quality of Proposal	Pass/Fail
Proposer must provide comprehensive responses to every section within this RFP in the described format. It is not the intent of the District(s) to constrain Firms with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation. Failure to do so may result in your Proposal being disqualified from further review and consideration.	

Cover Letter and Statement of Independence	Pass/Fail
Firm Background	15 points
Experience and Qualifications	35 points
Management Plan and Technical Approach	25 points
Work Schedule and Timeline	15 points
Cost Proposal	10 points
TOTAL POINTS AVAILABLE	100 POINTS

Initial evaluations will be conducted based on the Proposal(s) submitted. Presentations and/or interviews may be requested of one or more Proposers selected. Following any presentation and/or interviews, proposals will be ranked in order of preference and contract negotiations will begin with the top ranked Firm. Should negotiations with the highest ranked Firm fail to yield a contract, negotiations will be formally ended and then commence with the second highest ranked Firm, etc. However, the District(s), in its sole discretion, may negotiate and award a contract without presentations or interviews, based solely on information supplied in the proposal responses.

By submission of a proposal, Proposer acknowledges acceptance of the evaluation process, the evaluation criteria, scope of work, approach and methodology, and all other terms and conditions set forth in this RFP. Further, Firms acknowledge that subjective judgements must be made by the District(s) during this process.

The District(s) make no guarantees or representations that any award will be made and reserves the right to cancel this solicitation for any reason, including:

- Reject any and all proposals received as a result of this RFP.
- Waive or decline to waive any informality and any irregularities in any proposal or responses received.
- Negotiate changes in the Scope of Work or services to be provided.
- Withhold the award of contract(s).
- Select Proposer(s) it deems to be most qualified to fulfill the needs of the District(s). Proposer(s) with the lowest priced proposal(s) will not necessarily be selected, since a number of criteria other than price are important in the determination of the most acceptable proposal(s).
- Terminate the RFP process.

IX. CERTIFICATION and ACKNOWLEDGEMENT

The undersigned, as an authorized agent of the proposer, hereby certifies (initial each statement):

- The Proposer is in receipt of _____ addenda.
- The Proposer is familiar with all instructions, terms and conditions, and specifications stated in this RFP, including the following:
 - The proposer understands there is a pre-proposal meeting scheduled on **Monday May 6th, 2019 beginning at 10:00 A.M. EST** at the District(s) Administration Building. Attendance is not mandatory; however, it is highly encouraged.
 - The Proposer will be available for interviews, if selected for interview by District(s), during the afternoon on **July 18th, 2019 at 10:00 A.M.** Interviews expected to be one (1) hour.
- The Proposer is qualified to perform the work and services outlined in this RFP.
- The Proposer warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure this agreement and they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.
- The Proposer represents and warrants that he is not currently on the Convicted Vendor List or on the Discriminatory Vendor List, nor are they under investigation for violation of the same.
- The Proposal has been arrived at independently and submitted without collusion with any other Proposer, District(s) staff or District(s) contractor, and the contents of the Proposal have not been communicated by the Proposer or, to the Proposer's best knowledge and belief, by any one of its employees or agents to any person not an employee or agent of the Proposer, and will not be communicated to any person prior to the District's final action on this RFP by the District(s). Nothing in this paragraph shall be construed to prevent or preclude two or more companies or persons from joining together to submit a proposal for the work.
- The offers, terms and conditions of the proposal will remain valid and effective and may be relied upon by the District(s) for a period of ninety (90) days following the Proposal closing date and time as identified in this RFP or addenda.

Signed By: _____ Title: _____

Typed Name: _____ Company Name: _____

Phone No.: _____ Fax No.: _____

Email: _____

Bid Address: _____

P.O. Box or Street City State Zip

Order Address: _____

P.O. Box or Street City State Zip

Remit Address: _____

P.O. Box or Street City State Zip

Federal Tax ID No.: _____

DUNS No.: _____

Date: _____