

CONTRACT FOR AUDITING SERVICES

This contract for the provision of auditing services ("Contract") is made and entered into this 31st day of May 2018, by and between the City of Pensacola, Florida, a municipal corporation ("CITY"), and Warren Averett, LLC, an independent firm of Certified Public Accountants authorized to do business in the State of Florida ("AUDITORS"), the CITY and AUDITORS collectively referred to herein as the parties.

WITNESSETH:

WHEREAS, the CITY has a need for an auditor to conduct the annual financial statement audit as required by Section 218.39, *Florida Statutes*; and

WHEREAS, after careful consideration of the response submitted by the AUDITORS to the CITY's Request for Proposals #18-010, the CITY Council has heretofore authorized the acceptance of such offer, and the execution, in the name of the CITY, of a contract with the AUDITORS providing for professional auditing services;

NOW, THEREFORE, in consideration of the fees for the provision of auditing services and the terms and conditions mutually agreed to herein, the parties hereby agree as follows:

I. ENGAGEMENT OF THE AUDITORS, SOLE PERFORMANCE

CITY agrees to engage the AUDITORS, and the AUDITORS agree to perform the services set forth in the Scope of Services hereinafter defined. The AUDITORS acknowledge and agree that all services contracted for herein shall be performed solely by the AUDITORS and shall not be subcontracted or assigned without the prior written consent of the CITY.

II. SCOPE OF SERVICES

The AUDITORS shall provide services as specified in the Request for Proposals #18-010 attached hereto as Exhibit A and incorporated by this reference as if fully set forth herein, along with the terms and conditions set forth herein ("Scope of Services").

III. TERM

This Contract shall be for a term of five (5) years subject to annual availability of an appropriation by the CITY, as particularly described in Exhibit A. This Contract shall commence upon execution by the parties. Throughout the term of this Contract, no later than March 31st of each fiscal year, the AUDITORS shall submit to the CITY an annual Engagement Letter which shall set forth the understanding of management responsibilities and audit procedures for that fiscal year.

IV. UNQUALIFIED OPINION

Throughout the performance of this Contract, should the AUDITORS determine that the AUDITORS are unable to express an unqualified opinion as to any matter within the Scope of Services, the AUDITORS shall immediately, no less than seven (7) calendar days, upon such

determination, notify the CITY Council President in writing of such determination with copies of such notice provided to the CITY Mayor and CITY Chief Financial Officer.

V. CHANGES IN PERSONNEL

The AUDITORS may replace engagement partners, managers, other supervisory staff and specialists personnel, provided those personnel terminate their employment with the AUDITORS, are promoted, or are assigned to another office. The AUDITORS shall not make personnel changes for any other reason without the express prior written consent of the CITY. However, should any personnel change described above occur, the AUDITOR shall, within seven (7) calendar day provide written notice of such personnel change to CITY Council with copies to the and CITY Chief Financial Officer. The CITY reserves the right to approve or reject personnel replacements in any such personnel change event, in the CITY’s sole discretion.

VI. FEE STRUCTURE

The parties agree to the following fee structure as an all-inclusive maximum fee which includes all direct and indirect costs of the AUDITORS. The total all-inclusive fee for providing annual financial auditing services pursuant to the Scope of Services is as follows:

	2018	2019	2020	2021	2022
I. Fixed fee for audit:	\$87,525	\$90,500	\$93,475	\$96,475	\$99,625
II. Hourly rates by classification					
Classification/Title					
Member	\$275	\$280	\$285	\$290	\$295
Manager	\$215	\$220	\$225	\$230	\$235
Senior Associate/Associate	\$175	\$180	\$185	\$190	\$195

Upon written request by the CITY, the AUDITORS may render additional services to the Scope of Services herein, or perform additional work as a result of the specific recommendations included in any report issued by the AUDITOR as a result of this Contract. Such additional work to be performed shall be set forth in an engagement letter between the CITY and the AUDITORS. The AUDITOR shall perform any such additional work at the same rates set forth in the fee structure provided herein.

VII. PAYMENT

Progress payments will be made on the basis of hours of work completed according to the Scope of Services. Interim billing shall cover a period of not less than a calendar month. Payment of the final billing will be made after delivery of the final report and presentation to the CITY Council.

The CITY reserves the right to withhold any payment should the final audit report fail to meet the requirements of, any applicable Federal, State or local rules, regulations or policies, specifically Section 11.45, *Florida Statutes*. The CITY, in the CITY's sole discretion may withhold payment until all discrepancies are corrected and conform to above requirements.

VIII. PUBLIC RECORDS ACT

The parties acknowledge and agree to fulfill all obligations respecting required contract provisions in any contract entered into or amended after July 1, 2016, in full compliance pursuant to Section 119.0701, *Florida Statutes*, and obligations respecting termination of a contract for failure to provide public access to public records. The parties expressly agree specifically that the contracting parties hereto shall comply with the requirements within Attachment "A" attached hereto and incorporated by reference.

XIX. MISCELLANEOUS PROVISIONS

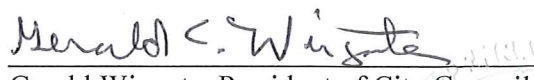
- A. The AUDITORS shall comply with all applicable federal, state and local laws, ordinances, rules and regulations pertaining to the Scope of Services under this Contract.
- B. No waiver, alterations, consent or modification of any of the provisions of this Contract shall be binding unless in writing and signed by the President of CITY Council on behalf of CITY Council
- C. This Contract is governed and construed in accordance with the laws of the State of Florida. The law of the State of Florida shall be the law applied in the resolution of any claim, actions or proceedings arising out of this Contract.
- D. Venue for any claim, actions or proceedings arising out of this Contract shall be Escambia County, Florida.
- G. The AUDITORS shall not discriminate on the basis of race, creed, color, national origin, sex, age, or disability, in the performance of this Contract.
- H. This Contract, including exhibits, contains all the terms and conditions agreed upon by the parties. No other agreements, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind either party hereto.
- I. The prevailing party in any action, claim or proceeding arising out of this Contract shall be entitled to attorney's fees and costs from the losing party.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in triplicate and sealed the day and year first above written.


WARREN AVERETT, LLC

CITY OF PENSACOLA, FLORIDA

By 
Partner


Gerald Wingate, President of City Council


Kristen B McAllister
(Partner's Printed Name)


City Clerk, Ericka L. Burnett

By 
Partner

Approved As To Content:

Jack A. Rowe
(Partner's Printed Name)


Chief Financial Officer

(CORPORATE SEAL)

Legal in form and valid as drawn:


City Attorney

Attachment "A"

PUBLIC RECORDS: Consultant/Contractor/Vendor shall comply with Chapter 119, Florida Statutes. Specifically, Consultant/ Contractor/Vendor shall:

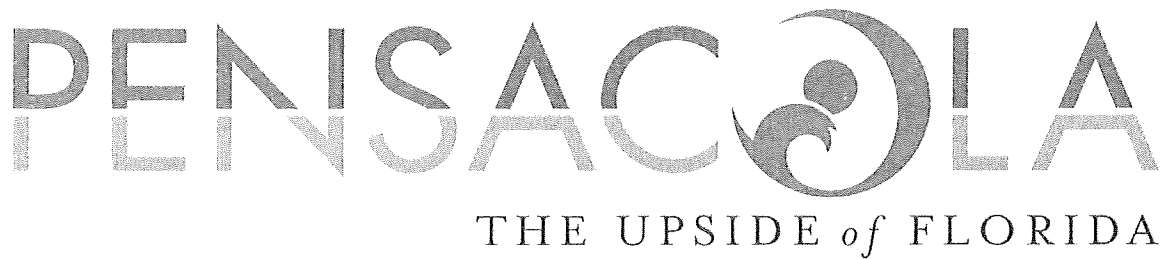
- A. Keep and maintain public records required by the City to perform the service.
- B. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following the completion of the Agreement if Consultant/ Contractor/Vendor does not transfer the records to the City.
- D. Upon completion of the Agreement, transfer, at no cost, to City, all public records in possession of Consultant/Contractor/Vendor or keep and maintain public records required by the City to perform the service. If Consultant/Contractor/Vendor transfers all public records to City upon completion of the Agreement, Consultant/ Contractor/Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant/Contractor/Vendor keeps and maintains public records upon completion of the Agreement, Consultant/Contractor/Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request of the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

Failure by Consultant/Contractor/Vendor to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by City.

IF CONSULTANT/CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: THE OFFICE OF THE CITY ATTORNEY, (850) 435-1715, PUBLICRECORDS@CITYOFPENSACOLA.COM, 222 WEST MAIN STREET, PENSACOLA, FL 32502.

Exhibit A

Request for Proposals #13-007



REQUEST FOR PROPOSALS #18-010

FOR

PROFESSIONAL AUDITING SERVICES

**Issued by
City of Pensacola, Florida
Financial Services**

**Proposal and Separate Dollar Cost Proposal (separate envelopes) to be submitted by or
before:**

2:30 P.M. April 5, 2018

**City of Pensacola
Purchasing Office
6th Floor City Hall
222 West Main Street
Pensacola, Florida 32502
Phone (850) 435-1835**

**THE CITY OF PENSACOLA, FLORIDA
REQUEST FOR PROPOSALS
PROPOSAL NO.: 18-010**

The Audit Committee as established by the City Council of the City of Pensacola is requesting proposals from certified public accountants to audit its financial statements for the fiscal year ending September 30, 2018, with the option of auditing its financial statements for each of the four subsequent fiscal years. Sealed proposals may be hand delivered or mailed to the Purchasing Office, City Hall 6th floor, 222 West Main Street, Pensacola, Florida 32502. All proposals, **with original signature and ten (10) additional copies and one (1) electronic copy on flash drive or CD**, must be received by **April 5, 2018** at **2:30 p.m.**, local prevailing time. Proposals received after the closing time will not be accepted. Multiple proposals for the same entity will not be accepted. Thereafter, at a place to be announced and immediately following the deadline for receipt of the proposals, those proposals received will be opened and publicly read concerning:

PROFESSIONAL AUDITING SERVICES

All interested parties are invited and encouraged to attend.

Complete specifications, if not attached, may be obtained from to the Purchasing Office, 6th floor of City Hall, 222 W. Main Street, Pensacola, Florida. Contact rdonahue@cityofpensacola.com or telephone (850) 435-1835. **Any addendum issued will be made available on the City's website at <http://www.cityofpensacola.com/bids>.** Interested parties are advised to check the site frequently.

Any questions concerning the proposal should be addressed and submitted in writing to:

**George Maiberger, Purchasing Manager
Financial Services
City Hall 6th floor
222 West Main Street, Pensacola, FL 32502 (850) 435-1835
gmaiberger@cityofpensacola.com**

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable modifications for access to City services, programs, and activities. Please call 435-1835 for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

The City of Pensacola reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis by item number when applicable, to waive any proposal informalities and to re-advertise for proposals when deemed in the best interest of the City of Pensacola.

ATTEST:
Ericka L. Burnett
City Clerk

CITY OF PENSACOLA
Gerald Wingate
City Council President

The City of Pensacola provides equal access in employment and public services.

SECURITY NOTICE

Visitors to City Hall are required to sign in and will receive a badge to access a specified floor. Metal detection devices might also be employed. Anyone delivering a submittal is advised to arrive early to allow for any additional time needed due to security measures.

Late submittals will not be accepted.

**THE CITY OF PENSACOLA, FLORIDA
REQUEST FOR PROPOSALS
GENERAL CONDITIONS**

To ensure acceptance, all proposers submitting proposals to the City of Pensacola shall be governed by the following conditions, attached specifications, and proposal form(s) unless otherwise specified. Proposals not submitted on the proposal form(s) provided shall be rejected, and proposals not complying with these conditions will be subject to rejection.

1. **Award Determination to be Based on Best Interest of City:** There is no obligation on the part of the City to award a contract to any proposer. The City reserves the right to award a contract to or negotiate a contract with a responsible proposer submitting the most responsive or best alternative proposal for a resulting contract which is most advantageous to and in the best interest of the City. The City shall be the sole judge of the proposal and the resulting contract, and its decision shall be final.
2. **Proposal Bond: None.**
3. **Exceptions to Specifications:** In order that equal consideration be given in evaluating proposals, any exceptions to or deviations from the specifications as written must be noted and fully explained. The Audit Committee is the final authority in determining the acceptability of any exceptions to specifications.
4. **Governing Law:** The laws of the State of Florida shall be the laws applied in the resolution of any action, claim or other proceeding arising out of this contract.
5. **Intent of Specifications:** It is the intent of the specifications attached hereto to set forth and describe a certain item(s) or service(s) to be purchased by the City of Pensacola including all materials, equipment, machinery, tools, apparatus, and means of transportation (including freight costs) necessary to provide the item(s) or service(s).
6. **Interpretations:** All questions concerning the specifications or conditions shall be directed in writing to the Purchasing Office, or as instructed on the Request for Proposal Page, at least ten (10) days prior to the proposal submittal deadline. Inquiries must refer to the proposed item(s) or service(s) and the date of the proposal submittal deadline. Interpretations will be made in the form of an addendum placed on the City's website. Neither the Audit Committee nor the City shall be responsible for any other explanation or interpretation.
7. **Legal Requirements:** All applicable provisions of Federal, State, County, and local laws including all ordinances, rules, and regulations shall govern the development, submittal and evaluation of all proposals received in response to these specifications, and shall govern any and all claims between person(s) submitting a proposal response hereto and the City of Pensacola, by and through its officers, employees and authorized representatives. A lack of knowledge by the proposer concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof. The proposer agrees that it will not discriminate on the basis of race, creed, color, national origin, sex, age or disability.
8. **Licenses, Registration and Certificates:** Each bidder shall possess at the time of submitting its bid all licenses, registrations and certificates necessary to engage in the business of contracting (or

special contracting if the work to be performed necessitates a particular type of specialty contractor) in the City of Pensacola. Bidder must also possess all licenses, registrations and certificates necessary to comply with federal, state and local laws and regulations, including active registration with the Florida Department of State, Division of Corporations (www.sunbiz.org).

9. **Mistakes:** Proposers are expected to examine the conditions, scope of work, proposal prices, extensions, and all instructions pertaining to the item(s) or service(s) involved. Failure to do so will be at the proposer's risk. Unit prices bid will govern in award.
10. **Payment of Invoices:** The City of Pensacola issues checks for payment of invoices on the 10th of each month. The signed receiving copy of the purchase order and a correct invoice must have been received by the Accounts Payable Activity prior to the 4th of the month. Item(s) or service(s) received on or after the 4th will be processed in the following month. All invoices are payable by the City under the terms of Florida Prompt Payment Act, Florida Statute §218.70. All purchases are subject to availability of funds in the City's budget.
11. **Prevailing Party Attorney's Fees:** The prevailing party in any action, claim or proceeding arising out of this contract shall be entitled to attorney's fees and costs from the losing party.
12. **Prohibited Conduct by Bidders:** Upon the publication of any solicitation for sealed bids, requests for proposals, requests for qualifications, or other solicitation of interest or invitation to negotiate by any authorized representative of the City of Pensacola, any party interested in submitting a bid, proposal, or other response reflecting an interest in participating in the purchasing or contracting process shall be prohibited from engaging in any communication **pertaining to formal solicitations** with any member of Pensacola City Council, the Mayor, or any member of the Audit Committee for RFPs/RFQs, whether directly or indirectly or through any representative or agent, whether in person, by mail, by facsimile, by telephone, by electronic communications device, or by any other means of communication, until such time as the City has completed all action with respect to the solicitation.
13. **Proposal Withdrawals:** No proposal may be withdrawn after closing time for receipt of proposals for a period of sixty (60) days thereafter. The contract award shall be legally binding at the time of award by City Council.
14. **Protests:** Protests of the plans, specifications, and other requirements of requests for proposals must be received in writing by the Purchasing Office at least ten (10) business days prior to the scheduled proposal submittal deadline. A detailed explanation of the reason for the protest must be included. Protests of the intended award of bid or contract must be in writing and received in the Purchasing Office within five (5) business days of the notice of award. A detailed explanation of the protest must be included.
15. **Public Entity Crimes:** By submitting a proposal each proposer is confirming that the company has not been placed on the convicted vendors list as described in Florida Statute §287.133 (2) (a).
16. **Public Records:** Any material submitted in response to this Request for Proposal will become a public document pursuant to Florida Statute §119.07. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening the proposal pursuant to Florida Statute §119.07.

17. **Public Records Law:** The Parties shall each comply with Florida Public Records laws. The Parties hereby contractually agree that each Party shall allow public access to all documents, papers, letters, or other public records as defined in Chapter 119, Florida Statutes, made or received by either Party in conjunction with this agreement, or related thereto, unless a statutory exemption from disclosure exists. Notwithstanding any provision to the contrary, it is expressly agreed that Contractor's failure to comply with this provision, within seven (7) days of notice from the City, shall constitute an immediate and material breach of contract for which the City may, in the City's sole discretion, unilaterally terminate this agreement without prejudice to any right or remedy.
18. **Rejection of Proposals:** The City of Pensacola reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis by item or service number, to waive any irregularities, technicalities, or informalities, and to re-advertise for proposals when deemed in the best interest of the City of Pensacola.
19. **Sealed Proposals:** The specifications and all executed proposal forms must be submitted in a sealed envelope. All proposals must be signed by an authorized representative of the proposer. In the event more than one proposal submittal deadline is scheduled for the same date and time, do not include proposals concerning different sets of specifications within the same envelope. **The face of the sealed envelope shall be plainly marked identifying the bidder, the item(s) or service(s) bid and the bid number.** It shall be the sole responsibility of the proposer to assure receipt of proposal at the Purchasing Office prior to the published time for the proposal submittal deadline. No proposal will be accepted after closing time for receipt of proposals; **nor will any offers by telephone, fax, internet or email be accepted.**
20. **Tax:** The City of Pensacola is exempt from all State and local sales tax.
21. **Termination for Convenience:** A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected via delivery to the contractor at least thirty (30) business days before the effective date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.
22. **Unauthorized Aliens:** The City of Pensacola shall consider the employment by any contracted vendor of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. Such violation shall be cause for unilateral termination of this contract.
23. **Venue:** Venue for any claim, action or proceeding arising out of this contract shall be Escambia County, Florida.

ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

1. The Offeror certifies, to the best of its knowledge and belief, that the Offeror and/or any of its Principals:
 - A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency.
 - B. Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph 1-B of this provision.
2. The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
 - A. "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

- B. The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- E. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

52.209-6 FAR Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment

1. The Government suspends or debar Contractors to protect the Government's interests. The Contractor shall not enter into any subcontract in excess of \$25,000 with a Contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so.
2. The Contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed \$25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the Federal Government.
3. A corporate officer or a designee of the Contractor shall notify the Contracting Officer, in writing, before entering into a subcontract with a party that is debarred, suspended, or proposed for debarment (see FAR 9.404 for information on the Excluded Parties List System). The notice must include the following:
 - A. The name of the subcontractor.
 - B. The Contractor's knowledge of the reasons for the subcontractor being in the Excluded Parties List System.
 - C. The compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion in the Excluded Parties List System.

The systems and procedures the Contractor has established to ensure that it is fully protecting the Government's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

Company Name

Authorized Signature

Printed Name

Date

THIS FORM SHALL BE INCLUDED IN SUBMITTAL.

VETERAN BUSINESS ENTERPRISE PARTICIPATION FORM

In order to foster economic development and business opportunities for service-disabled veterans and wartime veterans who have made extraordinary sacrifices on behalf of the nation, the City of Pensacola has adopted a Veteran Business Enterprise (“VBE”) Preference. For further information regarding this program, please refer to Section 3-3-12 AND 3-3-13 of the Code of the City of Pensacola.

In order for a Respondent to receive credit for being VBE vendor, it must perform useful business functions on the contract, have its principal place of business in Escambia or Santa Rosa County and be certified as a veteran business enterprise by the State of Florida Department of Management Services (“DMS”) as set forth in Section 295.187 of the Florida Statutes as of the date set for submittal of bids. For purposes of the City’s VBE Program, the Respondent’s principal place of business must be within Escambia County, FL, or Santa Rosa County, FL.

There shall be no third party beneficiaries of the Veteran Business Enterprise Preference provisions of this solicitation or resulting contract. The City of Pensacola shall have the exclusive means of enforcement of the Veteran Business Enterprise Preference Ordinance and any contract terms. The City of Pensacola is the sole judge of compliance. All solicitations and submittals awarded will be evaluated in accordance with the Code of the City of Pensacola.

If the Respondent is a qualifying VBE, please complete the boxes below: If not, mark the boxes “N/A.”

Respondent’s Name:	Respondent’s Principle Place of Business	Florida Certification Number as issued by State of Florida DMS:

THIS FORM SHALL BE INCLUDED IN SUBMITTAL.

**SMALL / MINORITY / WOMEN-OWNED
BUSINESS ENTERPRISE
PARTICIPATION FORM**

Please indicate if your firm is certified by the City of Pensacola as an M/WBE or an SBE firm.

Respondent's Name:	Respondent's Designation

THIS FORM SHALL BE INCLUDED IN SUBMITTAL.

SIGNATURE SHEET

PROPOSAL NO. 18-010

PROFESSIONAL AUDITING SERVICES

Legal Name of Firm: _____

Signature: _____

Name (type/print): _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax No.: _____ Date: _____

Email Address: _____

**THIS SIGNATURE SHEET
SHALL BE RETURNED AS PART OF YOUR RESPONSE.**

CITY OF PENSACOLA REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Audit Committee as established by the City Council of the City of Pensacola is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2018, with the option of auditing its financial statements for each of the four subsequent fiscal years. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); Chapter 10.550, *Rules of the Auditor General*, and *Passenger Facility Charge Audit Guide for Public Agencies*.

There is no expressed or implied obligation for the City of Pensacola to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The following material must be received in a sealed single box or envelope labeled with the name of the proposer and "RFP 18-010 Professional Auditing Services" by **2:30 p.m. on April 5, 2018**, for a proposing firm to be considered:

- **An original and ten (10) copies of the technical proposal**
- **An electronic version of the technical proposal on flash drive or CD (do not include the cost proposal information)**
- **A dollar cost proposal in a sealed envelope labeled with the name of the proposer and "DOLLAR COST PROPOSAL; RFP 18-010 Professional Auditing Services"**

Respondents should send the completed proposal to the following address:

**City of Pensacola
Purchasing Office
City Hall, 6th Floor
222 West Main Street
Pensacola, FL 32502
(850) 435-1835**

Any inquiries concerning the request for proposals should be addressed to George Maiberger, Purchasing Manager. The City of Pensacola reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by an Audit Committee as established by the City Council. The Audit Committee will submit a ranking and recommendation to the City Council.

During the evaluation process, the Audit Committee and the City of Pensacola reserve the right, where it may serve the City of Pensacola's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The City of Pensacola reserves the right to retain all proposals submitted. 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 City of Pensacola and the firm selected.

Before starting and until termination of work for, or on behalf of, the City of Pensacola, the audit firm shall procure and maintain insurance of the types and to the limits specified in Appendix D.

It is anticipated the selection of a firm will be completed by May 2018. Following the notification of the selected firm it is expected a contract will be executed between both parties by June 2018.

B. Term of Engagement

A five-year contract is contemplated, subject to the satisfactory negotiation of terms (including a price acceptable to both the City of Pensacola and the selected firm), the concurrence of the City Council, and the annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Pensacola is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2018 through September 30, 2022. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to Be Performed

1. Financial Statements and Notes

The Auditor shall audit all funds of the City in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal*

Awards (Uniform Guidance); Chapter 10.550, Rules of the Auditor General, and Passenger Facility Charge Audit Guide for Public Agencies.

The auditor's opinion shall be unqualified unless the auditor furnishes the City, on a timely basis, the reasons for qualifying the opinion, disclaiming an opinion, or rendering an adverse opinion.

2. Required Supplemental Information and Management Discussion and Analysis

The auditor shall be responsible for performing certain limited procedures required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

3. Internal Controls and Compliance Auditing

In connection with the audit of the financial statements, the auditor shall consider, test, and report on internal controls and perform tests and report on compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

4. Investment of Public Funds

In connection with the audit of the financial statements, the auditor shall examine and report on compliance in accordance with auditing standards generally accepted in the United States of America and Section 218.415, Florida Statutes, regarding the investment of public funds.

5. Moneys Received from British Petroleum

In connection with the audit of the financial statements, the auditor shall examine and report on compliance in accordance with auditing standards generally accepted in the United States of America and Section 288.8017, Florida Statutes, regarding State or Local Grants, and moneys received directly from British Petroleum.

6. Introductory and Statistical Section

These sections are not subject to audit procedures applied in the audit of the basic financial statements and will not have an opinion or any assurance.

7. Combining Schedules, Schedules for Federal Awards, Passenger Facility Charges (PFC), State Financial Assistance and the Financial Data Schedule

The auditors will give an opinion that the information is fairly stated in all material respects in relation to the financial statements as a whole. The fiscal year 2017 Schedule is attached in Appendix C.

8. The auditor is also required to review the Annual Financial Report to the State Department of Financial Services and to prepare the Financial Condition Assessment as required by the Florida Auditor General.

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with current editions and revisions of:

Generally Accepting Auditing Standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards*, the provisions of the Single Audit Act of 1984, the provisions of U.S. Office of Management and Budget (OMB) Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the State of Florida, *Rules of the Auditor General*.

Any other applicable Federal, state, local regulations or professional guidance not specifically listed above as well as any additional requirements which 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:

- A report of the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.
- A report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards.
- A report on compliance in accordance with auditing standards generally accepted in the United States of America and Section 218.415, Florida Statutes, regarding the investment of public funds.
- A report on compliance in accordance with auditing standards generally accepted in the United States of America and Section 288.8017, Florida Statutes, regarding State or Local Grants, and moneys received directly from British Petroleum.
- A report on compliance with requirements applicable to each major Federal program and State project and on internal control over compliance in accordance with OMB Uniform Guidance and the Florida Department of Financial Services *State Projects Compliance Supplement*.

- Schedule of findings and questioned costs.
- Any other reports and schedules required by the Federal and State Single Audit Acts or required by law.
- Management letter with required elements as required by the Rules of the Auditor General.

Reportable Conditions. In the required reports on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. Reportable conditions that are also material weaknesses shall be identified as such in the report. Nonreportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report[s] on compliance and internal controls. The reports on compliance and internal controls shall include all instances of noncompliance.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal or indications of illegal acts of which they become aware to the Council President, with copies to the Mayor and Chief Financial Officer.

Reporting to the City Council. Auditors shall assure themselves that City Council is informed of each of the following as well as any additional governmental auditing standards required communications:

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

E. Special Considerations

1. Assistance in Implementing new Government Accounting Standards Board Statements - The auditor shall assist the City in implementing all applicable Government Accounting Standards Board (GASB) accounting and reporting standards, as issued or revised.
2. The City of Pensacola will send a comprehensive annual financial report to the Government Finance Officers Association of the United State and Canada for review in the Certificate of Achievement for Excellence in Financial Reporting Program. It is

anticipated that the auditor will be required to provide special assistance to the City of Pensacola to meet the requirements of that program by providing technical advice to ensure awarding of certification.

3. The City of Pensacola may prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the City's Chief Financial Officer, financial advisor, and/or the underwriter, to issue a "consent and citation of expertise" as the auditor, and any necessary "comfort letters" or special audits.
4. The City of Pensacola has determined that the United States Department of Housing and Urban Development will function as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
5. The Schedule of Expenditures of Federal Awards, Passenger Facility Charges and State Financial Assistance and the related auditor's reports, as well as the reports on compliance and internal controls are to be issued as part of the comprehensive annual financial report.

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 three years, unless the firm is notified in writing by the City of Pensacola 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:

City Council

Mayor

Chief Financial Officer

U.S. Department of Housing and Urban Development

U.S. General Accounting Office (GAO)

Parties designated by the federal or state governments or by the City of Pensacola as part of an audit quality review process

Auditors of entities of which the City of Pensacola is a sub-recipient of grant funds

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 Persons/Organizational Chart

The auditor's principal contact with the City of Pensacola will be Richard Barker, Jr., Chief Financial Officer, or his designated representative, who will coordinate the assistance to be provided by the City of Pensacola to the auditor.

An organizational chart (Appendix A) and a list of elected and appointed officials (Appendix B) are attached.

B. Background Information

The City of Pensacola serves an area of 25.08 square miles with a population of approximately 54,000. The City of Pensacola's fiscal year begins on October 1st and ends on September 30th.

The City of Pensacola provides the normal range of governmental services including police and fire protection, low and moderate income housing, recreational services, planning, zoning, and code enforcement to its citizens. In addition, the City of Pensacola includes a variety of enterprise activities including an international airport, a gas utility, sanitation services, and a port.

The City's 2018 budget is \$229 million; General Fund's budget is \$52 million.

More detailed information on the government and its finances can be found in the Annual Budget and the CAFR which are found on the City's website:

<http://www.cityofpensacola.com>

C. Fund Structure

The City of Pensacola uses the following fund types and account groups in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	1	1
Special revenue funds	16	16
Debt service funds	2	2
Capital projects funds	6	6
Enterprise funds	4	4
Internal service funds	2	2
Expendable trust funds	0	NA
Nonexpendable trust funds	0	NA
Pension trust funds	3	NA
Agency funds	0	NA
General fixed assets account group	1	NA
General long-term debt account group	1	NA

D. Budgetary Basis of Accounting

The City of Pensacola prepares its budgets on a basis consistent with generally accepted accounting principles. A legally adopted budget is employed as a control device for the General Fund, Special Revenue Funds, and Debt Services Funds. In addition, Enterprise Funds, Capital Projects Funds and Internal Service Funds are budgeted on a limited non-GAAP basis for management control purposes.

E. Pension Plans

The City of Pensacola maintains three contributory, defined benefit, single employer pension plans. Two of these plans cover all firefighters and police officers while the third covers non-public safety, full-time employees hired before October 1, 1979, full-time employees hired October 1, 1979 to October 6, 1997 who elected to participate and all non-public safety, full-time employees hired after October 6, 1997. Regular full-time employees hired from October 1, 1979 through October 6, 1997 who elected not to participate in the defined benefit plan participate in a deferred compensation plan. These plans do not participate in social security.

The City of Pensacola entered the Florida Retirement System (FRS) on July 1, 2007 for non-public safety employees and closed the General Pension and Retirement Plan effective June 18, 2007. Existing employees were given an option to enter FRS or remain in their current pension plan, however new employees hired after July 1, 2007 are required to participate in FRS. The City closed the Police Officers' Retirement Fund effective January 1, 2013 and entered FRS for police officers effective April 1, 2013. The police officers hired prior to March 18, 2013 were given an option to enter FRS or remain in the Police Officers' Retirement Fund. Police Officers hired after March 18, 2013 are required to participate in FRS. FRS participates in social security.

F. Component Units

The City of Pensacola is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's *Codification of Governmental Accounting and Financial Reporting Standards*. Using these criteria, component units are included in the City of Pensacola's financial statements.

The Community Redevelopment Agency of the City of Pensacola (CRA) is identified as a blended component unit of the City. Florida Statutes Section 163.387(8) requires an independent audit of the CRA funds each fiscal year and submission of a report of such audit. The City has presented the CRA's four (4) special revenue funds, one (1) debt service fund and one (1) capital projects fund as major funds of the City to satisfy this requirement since the scope of an audit for a major fund is broader than that of a nonmajor fund.

The Downtown Improvement Board (DIB) is identified as a discretely presented component unit for inclusion in the City of Pensacola's financial statements. The auditors

of the DIB are contractually obligated to provide information needed for the audit of the City of Pensacola.

G. Joint Ventures

The City of Pensacola participates in joint ventures with other governments as listed below. Management has determined that these entities should not be included in the City’s financial statements for the reasons stated.

Potential Component Unit	Reason for Exclusion
Escambia-Pensacola Human Relations Commission (HRC)	No financial benefit or burden exists. The City cannot impose its will on the entity.
Pensacola-Escambia County Promotion and Development Commission (PEDC)	No financial benefit or burden exists. The City cannot impose its will on the entity.

H. Magnitude of Finance Operations

Richard Barker, Jr., the Chief Financial Officer, is the director of the Financial Services Department which consists of thirty-nine full-time employees. The principal function and the number of employees assigned to each are as follows:

Function	Number of Employees
Budgeting	2
Accounting	2
Pension	1
Payroll	2
Risk Management	3
Purchasing	3
Accounts/Payable	4
Treasury Services	4
Technology Resources	14
Contracts/Leases	1
Business Process Review	1
CFO	2

I. Internal Audit Function

The City of Pensacola does not have a formal internal audit function. A Business Process Review function within the Financial Services Department was established several years ago to review, on an as needed basis, high risk areas of the city. The Business Process Review Manager administers the fraud prevention program and reviews operating procedures and policies on a regular basis.

J. Purchasing Cards (P-Cards)

The City of Pensacola has issued P-Cards through Bank of America and limits use for travel and training expenditures and minor purchases of up to \$500 without prior written approval. There are approximately 100 cards issued at this time.

K. Computer Systems

The City's accounting system is fully automated. The accounting software, Inforum Gold, is a fully integrated financial system supplied by Tyler Technologies, including general ledger, payroll, purchasing, inventory, fixed assets, building permits, licenses, accounts receivable, cash receipts, accounts payable, special assessments and human resources. Utility Billing Software for the City's gas and sanitation accounts is supplied by Advanced Utility Systems. The financial software applications use a MicroSoft SQL Database 2014 running on MicroSoft SQL Servers. The billing software applications use a MicroSoft SQL Database 2012 running on MicroSoft SQL Servers. Financial transactions which occur in the utility billing system are transmitted electronically to the financial software; the update is processed by an accounting staff member. Access to the Inforum Gold Software application and the Utility Billing Software will be made available to the auditors via a computer workstation. Auditors will have the ability to query the data and run reports.

Source documents for the payment of invoices are scanned and stored using MaxxVault Document Imaging software. Source documents scanned with Purchase Orders are stored in the same MaxxVault Database. Auditors will be provided access to the MaxxVault Database.

The City has implemented a computer software application that provides Parks and Recreation staff a tool to manage Passes, Facility Reservations, Activity Registrations, POS transactions, and Golf Tee times. This application provides the necessary reports for Parks and Recreation staff to manage financial transactions including credit card payments at city hall, each resource center, and Osceola Golf Course. This application, RecTrac, purchased from Vermont Systems uses a Progress Database. Financial transactions which occur in this database are transmitted electronically to the Inforum Gold Financial software. The update in Inforum Gold is processed by a member of the Parks and Recreation staff. Auditors will be provided access to RecTrac.

The City has implemented a computer software application that provides the Housing Department staff a tool to comply with the necessary Federal, State and Local requirements for management of Federal HUD assistance for qualified residents. This software, Housing Pro, purchased from Happy Software utilizes a FileMaker Pro database. Housing Staff utilizes software to maintain appropriate information on clients and vendors, both of whom can receive reimbursement for Housing assistance from Federal funds. The Housing Pro software creates the financial transactions necessary for these reimbursement payments and transmits this data electronically to the Inforum Gold Financial Software. The update in Inforum Gold is processed by Finance staff, and

electronic payments to vendors and clients are created by Inforum Gold Financial Software. Results from electronic payment runs are then submitted to the Housing Pro Software electronically and Housing staff updates the Housing Pro database with electronic payment number (i.e. check number) issued by Finance. Auditors will be provided access to Housing Pro.

L. Availability of Prior Audit Reports

Prior years' financial statements and audit reports can be found on the City's website.

IV. TIME REQUIREMENTS

C. Proposal Calendar

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

Request for proposal issued	March 2, 2018
Due date for proposals	April 5, 2018

D. Notification Date

Selected firm notified	May 2018
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E. Date Audit May Commence

The City of Pensacola will have all records ready for audit and all management personnel available to meet with the firm's personnel as of the last week of November 2018. It is expected that the interim audit will commence July or August 2018.

F. Schedule for the 2018 Fiscal Year Audit

A similar time schedule will be developed for audits of future fiscal years if the City of Pensacola exercises its option for additional audits.

The following is an audit schedule that has worked in years past. Both city personnel and the audit firm should be prepared to adhere to these dates. Dates are subject to change depending on the release date of FRS pension reports by State of Florida

Mid- July/August	2018 Interim Audit
First week of November	Pre-audit meetings with Council President, Mayor and Chief Financial Officer
November 26, 2018	Anticipate books closed
December 3, 2018	First day of field work; lead schedules provided
2nd week of December	Basic Financial Statements
3rd week of December	Cash Flows

4th week of December	Notes
1st week of January	GASB 34 and Statistical
Second week of January	Fieldwork completed; CAFR completed and to auditors for review
First week of February	Meet with Chief Financial Officer to discuss commitments, contingencies, and subsequent events
Late January	Audit opinion issued
Late January	Printing of CAFR by City staff
Early February	Single audit reports and management letter completed; Exit conferences with Council President, Councilmembers if requested, Mayor and Chief Financial Officer
March Council Meeting	Presentation to City Council

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

The Financial Services staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The following items will be performed by staff for the audit:

- Preparation of the confirmations and lead schedules.
- Assistance in providing paid invoices, cancelled checks and other supporting documentation as requested by the firm.
- Year-end closing of the books of account and preparation of necessary adjusting journal entries.
- Preparation of schedules and related materials as requested by the firm.
- Preparation of all financial statements including related notes and required supplemental financial information.
- Preparation of the annual local government financial report submitted to the Florida Department of Financial Services.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals shall be directed in writing to:

George Maiberger
Purchasing Manager
City Hall 6th Floor
222 West Main Street
Pensacola, FL 32502
(850) 435-1835
gmaiberger@cityofpensacola.com

Inquiries must reference the proposal item and the date of the proposal opening and must be received at least ten (10) days prior to the proposal opening. Interpretations will be made in the form of an addendum posted to the Bids/RFPs page on the City's website. No other verbal or written information obtained other than through this Request for Proposal or its addenda shall be binding on the City of Pensacola.

2. Submission of Proposals

The format and information content of the proposal must be consistent with the following and the proposal must be received by the Purchasing Office, City Hall, 6th Floor, 222 West Main Street, Pensacola, FL 32502 by 2:30 p.m. on April 5, 2018 for the proposing firm to be considered:

a. One original and ten (10) copies of a Technical Proposal including an electronic version on flash drive or CD to contain the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address, email and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. 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.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

b. One dollar cost proposal in a separate sealed envelope labeled with the name of the firm and marked as follows:

SEALED DOLLAR COST PROPOSAL
PROFESSIONAL AUDITING SERVICES
RFP 18-010 Professional Auditing Services

c. Proposers should send the completed proposal and sealed dollar cost proposal in a single sealed box or envelope labeled with the name of the firm and "RFP 18-010 Professional Auditing Services" to the following address:

Purchasing Office
City Hall, 6th Floor
222 West Main Street
Pensacola, FL 32502

B. Proposal

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Pensacola in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The 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 proposals requirements.

The proposal should address all the points outlined in the request for proposals. 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 proposals. While additional data may be presented, the following must be included. They represent the criteria against which the proposal will be evaluated.

a. Independence

The firm should provide an affirmative statement that is independent of the City of Pensacola as defined by the current edition of the U.S. General Accounting Office's *Government Auditing Standards*. In addition, the firm should provide an affirmative statement that it is independent of the component units of the City of Pensacola as defined by those same standards.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City of Pensacola or any of its agencies or component units 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 the City of Pensacola written notice of any professional relationships entered into during the period of this agreement.

b. 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 Florida. In addition, responding firms should be registered with the Florida Department of State Division of Corporations.

c. 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 so 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 local 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.

d. 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 such person is registered or 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. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Pensacola. However, in either case, the City Council must be notified of the personnel change in writing by the Firm and the City of Pensacola retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Pensacola, 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.

e. Prior Engagements with the City of Pensacola

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City of Pensacola by type of engagement (i.e., audit, management advisory services, 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.

f. 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 (preference is Florida clients). 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. Also specifically identify engagements involving local government Defined Benefit Pension Plans, Federal Housing Assistance Programs and Airport and Utility Enterprise Funds.

g. 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 the City of Pensacola'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:

- 1) Proposed segmentation of the engagement.
- 2) Level of staff and number of hours to be assigned to each proposed segment of the engagement.

- 3) Sample size and the extent to which statistical sampling is to be used in the engagement.
- 4) Extent of use of electronic data processing (EDP) software in the engagement.
- 5) Type and extent of analytical procedures to be used in the engagement.
- 6) Approach to be taken to gain and document an understanding of the City of Pensacola's internal control structure.
- 7) Approach to be taken in determining laws and regulations that will be subject to audit test work.
- 8) Approach to be taken in drawing audit samples for purposes of tests of compliance.
- 9) Approach to early implementation of new GAAP. In the past, the City has early implemented new GAAP standards. Occasionally this is done when we have a reasonable expectation of what the standard will be even though full public disclosure may not have occurred. Related thereto, please address the following:
 - i.) While many firms establish a "firm policy" on issues of GAAP for which existing GAAP is unclear, please address the steps which would be taken if, where there is no established GAAP, the City proposes to take an alternative approach to the "firm policy".
 - ii.) If a question of a GAAP interpretation arises between City staff and the audit team, please indicate the steps that would be taken to adequately determine the actual intent/direction of the available/applicable guidance.

These statements are intended to discuss the potential for addressing currently unresolved issues of what GAAP is and do not indicate any intent on behalf of the City to deviate from established GAAP.

- 10) Assistance to be provided in meeting the requirements of the "Certificate of Achievement for Excellence in Financial Reporting" program.
- 11) Process to produce a meaningful "management letter." Include three recent "management letters" developed in connection with local government audits.

h. 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 the City of Pensacola.

i. Report Format

The proposal should include sample formats for required reports.

G. Fee Schedule

1. Total all-Inclusive Maximum Price

The proposal should include a **separate sealed dollar-cost proposal** containing all pricing information relative to performing the audit engagement for FY 2018 and each of the following four years as described in this request for proposal (Appendix F). The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses. The city will not be responsible for expenses incurred in preparing and submitting the technical proposal of the sealed dollar cost proposal. Such costs should not be included in the proposal.

2. Rates by Partner, Specialist, Supervisory and Staff Level Hours Anticipated for Each

The sealed dollar cost proposal should include a schedule of professional fees and expenses that support the total all-inclusive maximum price. The cost of special services should be disclosed as separate component of the total all-inclusive maximum price.

3. Rates for Additional Professional Services

If it should become necessary for the City Council to request the auditor to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Pensacola and the firm. Any such additional work agreed to between the City Council and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost proposal.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost proposal. Interim billing shall cover a period of not less than a calendar month. Payment of the final billing will be made after delivery of the final report and presentation to the City Council.

VII. EVALUATION PROCEDURES

A. Audit Committee

Proposals submitted will be evaluated by an Audit Committee appointed by the City Council. The Audit Committee will submit a ranking and recommendation to the City Council. City Council took action on December 14, 2017 establishing City Council as the Audit Committee.

B. Review of Proposals

After the proposal due date, the responses received will be distributed to the Audit Committee members to review. Next, the Audit Committee will convene to review and discuss the proposals, with each member individually scoring each proposal utilizing the set of the criteria and point formula described in Section VII C below. The Audit Committee will then combine the individual scores to arrive at a technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration, as determined by the Audit Committee.

After the composite technical score for each firm has been established, the sealed dollar cost proposal will be opened and additional points will be added to the technical score based on the price proposal. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers as determined by the Audit Committee.

The City of Pensacola reserves the right to retain all proposals submitted.

C. Evaluation Criteria

Proposals will be evaluated using the criteria listed below. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Florida.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Pensacola.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- 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:

Each of the proposers who have satisfied the mandatory elements will be evaluated on the following criteria.

a. Expertise and Experience

	<u>Point Range</u>
(1) Governmental audit experience and performance on comparable governmental engagements	0 – 20
(2) Experience auditing local government Defined Benefit Pension Plans	0 – 5
(3) Experience auditing Federal Housing Assistance Programs	0 – 5
(4) Experience auditing Enterprise Funds such as Airports and Utility Companies	0 – 5
(5) The quality (including continuing professional education) 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	0 – 15
(6) Size, organizational structure and location of the firm	0 – 5

b. Audit Approach

(7) Adequacy of audit approach	0 – 20
(8) Demonstrated understanding of the City of Pensacola's Requirement	0 – 5
(9) Familiarity with the Certificate of Achievement in Financial Reporting	0 – 5

- | | |
|---|--------|
| 3. MBE, WBE or SBE Firm certified by City of Pensacola (Appendix E) | 0 – 3 |
| 4. Veteran Owned Business (VBE) (Escambia & Santa Rosa Counties) (Appendix E) | 0 – 2 |
| 5. Cost/Fee Proposal | 0 – 10 |

The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

COST WILL NOT BE THE PRIMARY FACTOR IN THE
SELECTION OF AN AUDIT FIRM

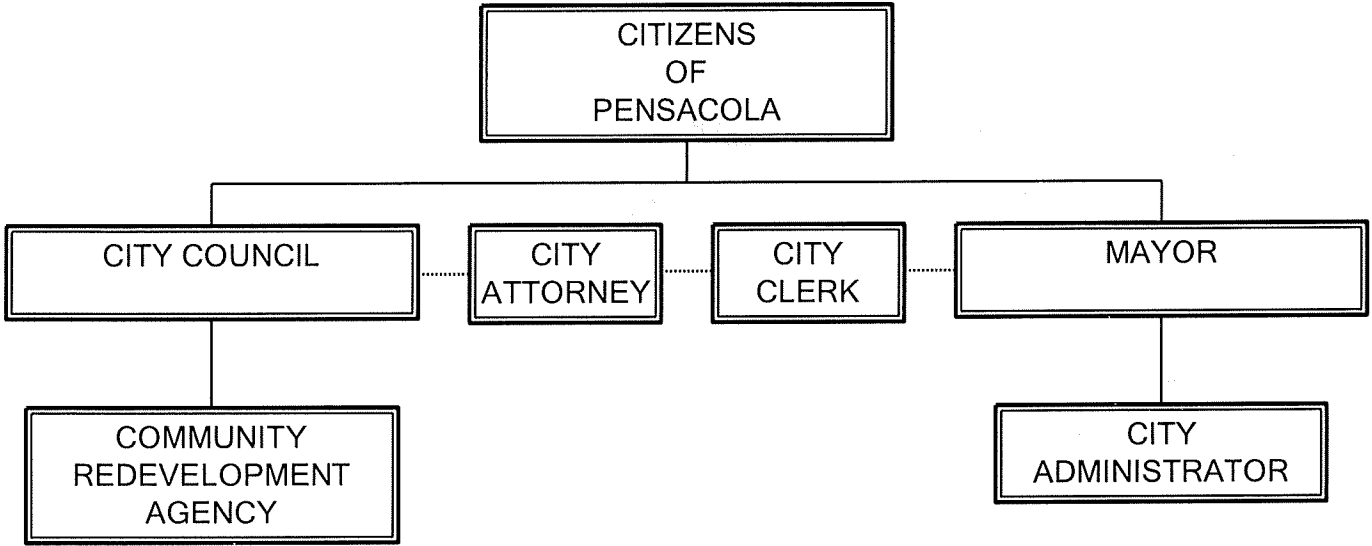
Total Technical Points 100

D. Final Selection Determination

Proposals submitted will be evaluated by an Audit Committee. The Audit Committee will submit a ranking and recommendation to City Council, pursuant to Florida Statute 218.391 (4) (b), the Audit Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established in VII. Evaluation Procedures, Paragraph "C."

It is anticipated that a firm will be selected by May 2018. Following notification of the firm selected, it is expected a contract will be executed between both parties by June 2018.

Appendix A



Appendix B Elected Officials
FY 2018 MAYOR & CITY COUNCIL



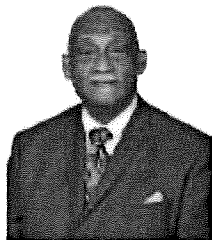
Ashton J. Hayward, III
Mayor



P. C. Wu, Ph.D.
District 1



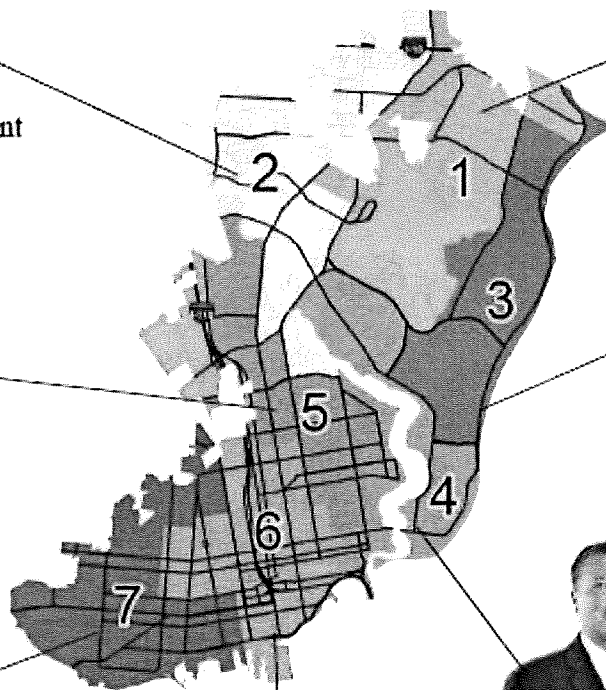
Sherri F. Myers
Council Vice President
District 2



Gerald Wingate
Council President
District 5



Andy Terhaar
District 3



Jewel Cannada-Wynn
District 7



Larry B. Johnson
District 4



Brian Spencer
District 6

Appendix C

Federal/State Agency, Pass-Through Entity, Federal Program/State Project	Federal CFDA Number/ State CSFA Number	Contract Grant Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Total Expenditures	Passenger Facility Charge Revenue
<u>FEDERAL AWARDS</u>						
<u>U.S. DEPARTMENT OF AGRICULTURE</u>						
Emergency Watershed Protection Program	10.923	68-4209-16-201		5	1,219,115	
Total U.S. Department of Agriculture					<u>1,219,115</u>	
<u>U.S. DEPARTMENT OF ENVIRONMENTAL PROTECTION AGENCY</u>						
Brownfields Training, Research, and Technical Assistance Grants and Cooperative Agreement	66.814	00D10813			4,302	
Total U.S. Department of Environmental Agency					<u>4,302</u>	
<u>U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</u>						
<i>CDBG-Entitlement Grants Cluster:</i>						
Community Development Block Grant	14.218	B-14/15-MC-12-0016	N/A	70,000	137,829	
Housing Rehabilitation	14.218	B-14/15-MC-12-0016			383,343	
Aid to Private Agencies	14.218	B-14/15-MC-12-0016			103,053	
Total CDBG-Entitlement Grants Cluster				<u>70,000</u>	<u>624,225</u>	
<i>Passed through Florida Housing Finance Corporation:</i>						
HOME Investment Partnerships Program	14.239	2016-033TBRA			77,294	
<i>Passed through Escambia County Florida:</i>						
HOME Investment Partnerships Program	14.239	B-15-UC-120012			567,564	
<i>Housing Voucher Cluster:</i>						
Section 8 Housing Choice Vouchers Program	14.871	FL092			16,825,191	
Total Housing Voucher Cluster					<u>16,825,191</u>	
Total U. S. Department of Housing and Urban Development					<u>18,095,284</u>	
<u>U. S. DEPARTMENT OF JUSTICE</u>						
Bulletproof Vest Partnership Program	16.607	2015-BU-BX-1507-7515			7,870	
Bulletproof Vest Partnership Program	16.607	2016-BUBX-1608-2990			2,569	
<i>Justice Assistance Grant Program:</i>						
Edward Byrne Memorial Justice Assistance Program	16.738	2015-DE-BX-K013			64,245	
Edward Byrne Memorial Justice Assistance Program	16.738	2016-DJ-BX-0544			31,800	
<i>Passed through the State of Florida, Department of Law Enforcement:</i>						
Edward Byrne Memorial Justice Assistance Program	16.738	JAGC-ESCA-2-H3-128/2017-JAGC-ESCA-2-F9-074			30,284	
Total Justice Assistance Grant Program					<u>126,329</u>	
Law Enforcement Trust Fund	N/A	N/A			78,741	
Total U. S. Department of Justice					<u>212,940</u>	
<u>U. S. DEPARTMENT OF TRANSPORTATION</u>						
Airport Improvement Program	20.106	N/A			3,669,686	
<i>Highway Safety Cluster</i>						
<i>Passed through State of Florida, Florida Department of Transportation:</i>						
National Priority Safety Program	20.616	M5HVE-17-05-12			12,392	
Total Highway Safety Cluster					<u>12,392</u>	
<i>Highway Planning and Construction Cluster:</i>						
<i>Passed through State of Florida, Florida Department of Transportation:</i>						
Highway Planning and Construction	20.205	436511-1-38-01			51,005	
Total Highway Planning and Construction Cluster					<u>51,005</u>	
Total U. S. Department of Transportation					<u>3,933,083</u>	
<u>U.S. DEPARTMENT OF HOMELAND SECURITY</u>						
Port Security Grant Program	97.056	EMW-2014-PU-00526			6	
Port Security Grant Program	97.056	EMW-2016-PU-00178			21,500	
<i>Pass through Volunteer Florida</i>						
Emergency Management Performance Grant	97.042	17-FG-4T-12-00-03-209			7,000	
Emergency Management Performance Grant	97.042	17-FG-4T-12-00-03-209			7,000	
<i>Hazard Mitigation Grant:</i>						
Hazard Mitigation Grant	97.039	16HM-H4-01-27-02-449			73,472	
Hazard Mitigation Grant	97.039	17HM-H4-01-27-02-228			72,505	
Hazard Mitigation Grant	97.039	16HM-H4-01-27-02-276			33,492	
Total U.S. Department of Homeland Security					<u>214,975</u>	

Federal/State Agency, Pass-Through Entity, Federal Program/State Project	Federal CFDA Number/ State CSFA Number	Contract Grant Number	Pass-Through Entity Identifying Number	Passed Through to Subrecipients	Total Expenditures	Passenger Facility Charge Revenue
FEDERAL AWARDS CONTINUED						
EXECUTIVE OFFICE OF THE PRESIDENT						
High Intensity Drug Trafficking Areas Program	95.001	G16GC0007A			10,906	
Total Executive Office of the President					<u>10,906</u>	
TOTAL EXPENDITURES OF FEDERAL AWARDS				\$ 70,000	<u>23,690,605</u>	
PASSENGER FACILITY CHARGE					<u>2,691,875</u>	<u>3,288,541</u> ²
STATE FINANCIAL ASSISTANCE						
FLORIDA HOUSING FINANCE CORPORATION						
SHIP Program	52.901	SHIP 2012		\$	45,031	
Total Florida Housing Finance Corporation					<u>45,031</u>	
FLORIDA DEPARTMENT ENVIRONMENT OF PROTECTION						
Gaeronne Swamp Stormwater-Pensacola Bay Watershed	37.039	G0387			727,534	
Total Florida Department of Environment of Protection					<u>727,534</u>	
FLORIDA DEPARTMENT OF TRANSPORTATION						
Aviation Grant Programs	55.004	A0996			477,693	
Aviation Grant Programs	55.004	AQY50			240,991	
Aviation Grant Programs	55.004	AR248			9,527,591	
Aviation Grant Programs	55.004	G0713			213,540	
Aviation Grant Programs	55.004	G0A18			305,471	
Aviation Grant Programs	55.004	G0713			868,558	
Total Aviation Development Grants					<u>11,634,834</u>	
Seaport Grant Programs	55.005	GOK29			85,601	
Seaport Grant Programs	55.005	AR223			225,255	
Area Wide Coordinate Signal Timings	55.013	ADM42			37,248	
Economic Development Transportation Projects - Road Fund	55.032	AQP76			198,980	
Total Florida Department of Transportation					<u>12,182,118</u>	
FLORIDA DEPARTMENT OF JUVENILE JUSTICE						
Prevention and Victim Services	80.029	10505			23,905	
Total Florida Department of Juvenile Justice					<u>23,905</u>	
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY						
Local Economic Development Initiatives	40.012	FDEO SL024			997,600	
Total Florida Department of Economic Opportunity					<u>997,600</u>	
TOTAL EXPENDITURES OF STATE FINANCIAL ASSISTANCE				\$ -	<u>13,976,188</u>	

NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, PASSENGER FACILITY CHARGE AND STATE FINANCIAL ASSISTANCE

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The schedule of expenditures of federal awards and passenger facility charge is presented on the accrual basis of accounting in accordance with generally accepted accounting principles. Such expenditures are recognized following the cost principles contained in 2 CFR 200 Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE B - INDIRECT COST RATE

The City has elected to use the 10-percent de minimis indirect cost rate as covered in 2 CFR 200.414 of the Uniform Guidance for Federal Awards.

NOTE C - LOAN - PROGRAM INCOME

The City has a loan program for low income housing renovations funded through the Community Development Block Grants and a loan program for home reconstruction funded through the HOME Investment Partnerships Program Grants. Under these programs, repayments to the City are considered program revenues (income) and loans of such funds to eligible recipients are considered expenditures. The amount of loan funds disbursed to program participants for the year was \$36,186.95 and \$36,000.00, respectively, and is presented in this schedule. The amount of principal and interest received in loan repayments for the year was \$62,833.86 and \$63,144.59, respectively. The balance of the loans outstanding as of fiscal year end consist of:

- Community Development Block Grants CFDA number 14.218 \$1,042,939.13
- HOME Investment Partnerships Program Grants CFDA number 14.239 \$886,730.90

1 Includes debt service of \$2,117,953

2 Includes interest earnings of \$21,800

Appendix D

INSURANCE AND INDEMNIFICATION REQUIREMENTS

Before starting and until termination of work for, or on behalf of, the City, the Auditor shall procure and maintain insurance of the types and to the limits specified.

The term City as used in this section of the Agreement is defined to mean the City of Pensacola itself, any subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents.

Insurance shall be issued by an insurer whose business reputation, financial stability and claims payment reputation is satisfactory to the City, for the City's protection only. Unless otherwise agreed, the amounts, form and type of insurance shall conform to the following minimum requirements:

WORKERS' COMPENSATION

The Auditor shall purchase and maintain Worker's Compensation Insurance Coverage for all Workers' Compensation obligations legally required. Additionally, the policy, or separately obtained policy, must include Employers Liability Coverage of at least \$100,000 each person -accident, \$100,000 each person -disease, \$500,000 aggregate - disease.

COMMERCIAL GENERAL, BUSINESS AUTOMOBILE, PROFESSIONAL ERRORS AND OMISSIONS/PROFESSIONAL LIABILITY AND UMBRELLA LIABILITY COVERAGES

The Auditor shall purchase Commercial General Liability and Automobile Liability policies on forms no more restrictive than the latest editions of the Commercial General Liability and Automobile Liability policies filed by the Insurance Services Office. The City shall be an Additional Insured and such coverage shall be at least as broad as that provided to the Named Insured under the policy for the terms and conditions of this Agreement. The City shall not be considered liable for premium payment, entitled to any premium return or dividend and shall not be considered a member of any mutual or reciprocal company.

Commercial General Liability coverage must be provided, including bodily injury and property damage liability for premises, operations, products and completed operations, contractual liability, and independent contractors. Minimum limits must be \$1,000,000 per occurrence and in the aggregate. The coverage shall be written on occurrence-type basis.

Business Automobile Liability coverage must be provided, including bodily injury and property damage arising out of operation, maintenance or use of owned, non-owned and hired automobiles. Minimum limits of \$300,000 CSL must be provided.

Errors And Omissions/Professional Liability insurance coverage must be provided to afford protection for errors and omissions arising out of services provided. Minimum limits of \$1,000,000 per occurrence and in the aggregate must be provided.

Umbrella Liability Insurance coverage shall not be more restrictive than the underlying insurance policy coverages. The coverage shall be written on an occurrence-type basis.

CERTIFICATES OF INSURANCE

Required insurance shall be documented in the Certificates of Insurance which provide that the City of

Pensacola shall be notified in advance of cancellation, nonrenewal or adverse change or restriction in coverage. If required by the City, the Auditor shall furnish copies of the Auditor's insurance policies, forms, endorsements, jackets and other items forming a part of, or relating to such policies. Certificates shall be on the "Certificate of Insurance" form equal to, as determined by the City an ACORD 25. The Auditor shall replace any cancelled, adversely changed, restricted or non-renewed policies with new policies acceptable to the City and shall file with the City Certificates of Insurance under the new policies prior to the effective date of such cancellation, adverse change or restriction. If any policy is not timely replaced, in a manner acceptable to the City, the Auditor shall, upon instructions of the City, cease all operations under the Agreement until directed by the City, in writing, to resume operations.

INSURANCE OF THE AUDITOR PRIMARY

The Auditor's required coverage shall be considered primary, and all other insurance shall be considered as excess, over and above the Auditor's coverage. The Auditor's policies of coverage will be considered primary as relates to all provisions of the Agreement.

LOSS CONTROL AND SAFETY

The Auditor shall retain control over its employees, agents, servants and subcontractors, as well as control over its invitees, and its activities on and about the subject premises and the manner in which such activities shall be undertaken and to that end, the Auditor shall not be deemed to be an agent of the City. Precaution shall be exercised at all times by the Auditor for the protection of all persons, including employees, and property. The Auditor shall make special effort to detect hazards and shall take prompt action where loss control/safety measures should reasonably be expected.

The Auditor is responsible for complying with the regulations set forth under Chapter 473.316 of Florida Statutes and Rule Chapter 61H1-23 of the Florida Administrative Code regarding confidentiality of records or communications.

HOLD HARMLESS

The Auditor shall indemnify and hold harmless the City of Pensacola, its officers and employees, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Auditor and persons employed or utilized by the Auditor in the performance of this contract. The Auditor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance.

PAY ON BEHALF OF THE CITY

The Auditor agrees to pay on behalf of the City, as well as provide a legal defense for the City, both of which will be done only if and when requested by the City, for all claims as described in the Hold Harmless paragraph. Such payment on the behalf of the City shall be in addition to any and all other legal remedies available to the City and shall not be considered to be the City's exclusive remedy.

Appendix E

M/WBE, SBE, VBE Participation

Minority/Women Business Enterprise (M/WBE)

The Pensacola City Council has adopted a Minority/Women Business Enterprise Ordinance #04-15. This ordinance encourages participation of minority and woman-owned business in the City procurement process. Minority or Woman-Owned Business Enterprise (M/WBE) is defined as:

A business located in the Pensacola Regional Area (Escambia, Okaloosa, Santa Rosa, Walton Counties and Mobile, AL) and which is at least 51 percent owned by one or more minority/woman individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership is by one or more minority/woman individuals who are U.S. citizens or legal resident aliens; and for which both management and daily business operations are controlled by one or more minority/woman individuals.

Small Business Enterprise (SBE)

The Pensacola City Council has adopted a Small Business Enterprise Ordinance #61-89. This ordinance encourages participation of small business in the City procurement process. Small Business Enterprise (SBE) is defined as:

An independently owned and operated business concern located in the 325- zip code area, which employs 50 or fewer permanent full-time employees, and which has a net worth of not more than \$1,000,000. As applicable to sole-proprietorships, the \$1,000,000 net worth shall include both personal and business investments.

Veteran Business Enterprise (VBE)

The Pensacola City Council has adopted a Veteran Business Enterprise Ordinance #09-15 providing a “preference” for veterans businesses that have been certified by the State of Florida, through the Department of Management Services and which are located in Escambia or Santa Rosa County.

The impact of the ordinance is that bids or quotes received by certified veterans businesses will be given a preference for award, if their bid or quote is within certain percentages of the lowest responsible bid submitted by a non-veteran business. If the lowest and most responsible bid or quote is submitted by a certified veteran business or a certified woman-owned or minority firm, then the preference shall not apply. In addition to bids and quotes, Requests for Proposals (RFPs) or Requests for Qualifications (RFQs), will provide two (2) percentage points in proposal scoring for proposals received by a certified veteran.

Appendix F

RFP #18-010 SEALED DOLLAR COST PROPOSAL FORM

	2018	2019	2020	2021	2022	Total
I. Fixed fee for City audit:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
II. Hourly rates by classification						
Classification/Title						
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Signature: _____

Company: _____

Print Name: _____ Address: _____

Telephone: _____ City: _____

Fax: _____ State: _____ Zip: _____

Email Address: _____