

LAKELAND AREA MASS TRANSIT DISTRICT
Board Meeting

Lakeland City Commission Conference Room, Lakeland City Hall

Wednesday, September 6, 2017
Immediately following the public hearing

	<u>Action Required</u>
Call to Order	
• Roll Call	
1. Selection of the Independent Auditor for the District, in accordance with Florida Statutes Section 218.391.	Approval
2. Public Comments	None
Adjournment	

LAKELAND AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING
September 6, 2017
AGENDA ITEM #1

- Agenda Item: Selection of the Independent Auditor for the District, in accordance with Florida Statutes Section 218.391.
- Presenter: Commissioner Don Selvage, Finance Committee Chairman
- Recommended Action: The Board appoints member to the Audit Committee for the selection of the District's Independent Auditor. Board member, City Commissioner Don Selvage was appointed to the Audit Committee and to the lead in selection process.
- Summary: The District is required to have an annual audit per Florida Statutes Section 218.39 conducted by an Independent Certified Public Accountant. The Audit Committee is responsible for the Selection of that Auditor. The District must select an Auditor to audit the Fiscal Year End, September 30, 2017 Financial Statements.

Auditor Selection Guidelines:

Florida Statutes Section 218.391 Auditor Selection procedures:

1. The Lakeland Area Mass Transit is required by Florida Statutes to use the auditor selection procedures when selecting auditor to conduct the annual financial audit.
2. The District issued a Request for Proposal on July 07, 2017 for an Independent Auditor to audit the District financial statement annually.
3. Each special service district shall establish an audit committee. The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in Florida Statutes 218.391, however, the audit committee may serve other audit oversight purposes as determined by the district governing body. The public shall not be excluded from the proceedings in the audit selection process.
4. District Staff provided the Audit Committee with technical and procurement assistance along with an evaluation plan.
5. Determining of the most technically qualified firm, within the District's budget was determined by the Audit Committee through a review of the offers received in response to the District's External Audit RFP 17-021.
6. As per the Award Analysis (attached):
 - a. Twenty-two firms viewed the solicitation,

AGENDA ITEM # 1 – CONT.

- b. Six offers responded
 - c. All firms were found responsive
 - d. All firms were evaluated both technically and in price with the higher weight given to the technical review.
7. The Evaluation Summary is as follows:

TECHNICAL & PRICE SUMMARY SHEET					
Offeror	Total Price (Base + Opt)	Price Points (300 possible points)	Technical Points (700 possible points)	Total Price + Technical Points	Ranking
Mauldin & Jenkins	\$ 190,500.00	300	608	908	1
Berman Hopkins & Wright	\$ 270,000.00	212	652	863	2
Cherry Bekaert LLP	\$ 259,850.00	220	633	853	3

Attachments: Contract Award Analysis and Summary Sheet,
F.S. Section 218.391 Auditor Selection Procedures

AWARD ANALYSIS AND SUMMARY SHEET**Solicitation Number: 17-021****Contract Information**

- A. Description:** External Audit Services
- B. Contractor:** Mauldin & Jenkins
- C. Contract Number:** 17-021
- D. Contract Amount:** Not to Exceed \$65,000 (Year 1 of Base Term)
(having an annually escalation of roughly \$1,500)
- E. Contract Type:** Firm Fixed Fee
- F. Term of Contract:** 3 year
- G. Options Available:** 2 – 1 year options
- H. Base Term Expiration:** September 2018
- I. Options Term(s) Expiration:** September 2022
- J. Funding Source:** Operating Funds

Solicitation Information

- A. Issue Date:** 07/07/17
- B. Number of Notifications Sent:** Twenty-two (22) firms received the request for proposal
- C. Date and Time Offers were due:** 8/11/2017, 2:00 P.M. Eastern Standard Time
- D. Number of Timely Offers Received:** Six (6)
- E. Technical and Price Summary of top three (3) offers:**

TECHNICAL & PRICE SUMMARY SHEET					
Offeror	Total Price (Base + Opt)	Price Points (300 possible points)	Technical Points (700 possible points)	Total Price + Technical Points	Ranking
Mauldin & Jenkins	\$ 190,500.00	300	608	908	1
Berman Hopkins & Wright	\$ 270,000.00	212	652	863	2
Cherry Bekaert LLP	\$ 259,850.00	220	633	853	3

See attached evaluation details

F. Late Offers (if any): None

G. Discussion of Nonresponsive Offers (if any): None

H. Cost Price Reasonableness Summary: Price determined to be fair and reasonable based on Price comparison with the incumbent and all bids received.

I. Determination of Responsibility:

Financial Responsibility Survey: The intended awardee is determined to be a financially responsible firm.

Arithmetic Check: Yes

Debarment/Suspension Status: Not on the federal government's debarred /suspended list. Excluded, Debarred, or Suspended List Sites searched:

- FL Department of Management Services (http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists)
- Office of Inspector General (<http://exclusions.oig.hhs.gov/Default.aspx>)
- System for Award Management (<https://www.sam.gov/portal/public/SAM?portal:componentId>)

J. Protests received (and disposition of any received, if applicable): None.

Determination and Recommendation

Mauldin & Jenkins is determined to be a financially responsible firm, which submitted the highest ranked offer. They have the capacity to perform under this contract and are recommended for award

Prepared: _____ Date _____
Purchasing Agent/Contracts Specialist

Date: August 11, 2017

To: Finance Committee, Chairman Don Selvage

From: David Persaud, CFO

cc: Tom Phillips

Subject: Audit Selection Guidelines for LAMTD and PTA Annual Audit Contract for fiscal years 9/30/ 2017 through 9/30/2021

F.S. 218-391 – For LAMTD Audit Committee Members

Each local governmental entity is required to use audit selection procedures when selecting an auditor to conduct the annual financial audit in accordance with F.S. 218.391.

- The governing body of the special district shall establish an Audit Committee. The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit as required in F.S. 218-391. The public shall not be excluded from the proceedings.
- The Audit Committee is responsible for:

Establishing factors to use for the evaluation of audit services to be provided by a certified public accounting firm. Such factors include, but not limited to:

1. Ability of personnel
2. Experience
3. Ability to furnish the required services
4. Other such factors deemed by the committee to be applicable to its particular requirements
5. Publicly announce requirements for proposals (RFP for Audit Services issued on 07/07/2017)
6. Provide inventory forms with a request for proposal
7. Evaluate proposals provided by qualified firms.

If compensation is one of the factors established pursuant to the RFP, it shall not be the sole or predominant factor used to evaluate proposers. (The RFP including compensation or % of the requirements for evaluation.)

8. Rank and recommend in order of preference no fewer than three (3) firms deemed to be the most qualified to perform the required services.

The documents that follows on the next pages are provided to guide in the evaluation process as noted on the RFP for audit services.

EVALUATION DETAILS
 For
 Auditing Services RFP 17-021

Firm Name/Address		
<u>TECHNICAL CRITERIA</u>	Weight Assigned (points)	Scores (points)
1. Introduction submittals (Responsiveness to RFP)	25	
2. <u>QUALIFICATIONS OF THE FIRM/TEAM</u>		
a) Personnel Qualifications	80	
b) Personnel Experience	90	
c) Ability of Personnel	50	
d) The Proposal specify, in concrete language, that key personnel have education and experience in the type of work that the audit entails	45	
e) The experience explained in terms of specific audit engagements	30	
f) The continuing professional education of key personnel explained in detail	30	
g) The proposal specify that the government entity must be notified in writing of changes in key personnel	50	
Subtotal	375	
3. <u>PROJECT APPROACH, WORK PLAN</u>		
Ability to furnish required services (1 and 2) below		
1) Government/Transit work experience	40	
2) Previous audit assignment with similar work related matter (e.g. Govt., Transit)	30	
3) The Auditors understanding of the LAMTD system of accounting obtained through prior experience or discussion with appropriate LAMTD officials.	30	
4) The prior experience and reputation of the Auditor in auditing governmental units similar to the LAMTD.	30	
5) Ability to complete the audit and submit the financial statements and auditors reports to the LAMTD by the required deadline.	50	
6) Audit Approach, Work plan, time and staff onsite, electronic capabilities, responsiveness and availability.	60	
7) The proposal contain a sound technical plan and a realistic estimate of time required to complete the audit	30	
8) The proposal show the bidder's intention to start the audit when required and complete the audit in a timely fashion	30	
Subtotal	300	
Grand total	700	

EVALUATION SUMMARY

For
 Auditing Services RFP 17-021
 Issued July 07, 2017

Section 5.10 Evaluation of Offers and Selection Procedure

	Criteria (Technical)	Weight (Technical Points)	Remarks
1	Introduction & Submittals	25	
2	Qualifications of Firm/Team	375	
3	Project Approach, Work plan, Schedule of values	300	
	Sub-Total Technical	700	
	Price	300	
Comments:			

Reviewer: _____ Date: _____

EVALUATION SUMMARY
 For Offers Received for
 Auditing Services RFP 17-021

Responsive Firms to RFP 17-021 for External Audit Services to be provided to LAMTD and PTA for a 3 year base term, with 2 -1 year options to renew.

Offeror	Address
Baylis & Company, PA	53 Lake Morton Dr., Lakeland, FL 33801
Berman Hopkins & Wright LaHam, LLP	8035 Spyglass Hill Rd., Melbourne, FL 32940
Cherry Bekaert, LLP	401 E. Jackson St., Ste 1200, Tampa, FL 33602
Clifton Larson Allen, LLP	402 S. Kentucky Ave., Ste 600, Lakeland, FL 33801
Crowe Horwath, LLP	124 S. Florida Ave., Ste 201, Lakeland, FL 33815
Mauldin & Jenkins, LLC	1401 Manatee Ave. W, Ste 1200, Bradenton, FL 34205

Selection Committee Members:

Committee Member	Evaluation Type
David Persaud, CFO and Project Manager	Technical Evaluation
Tom Phillips, Executive Director	Technical Evaluation
Rodney Wetzel, Senior Planner & Grant Admin	Technical Evaluation
Lisa Harris, Contract Specialist	Price Evaluation

Proposal received were assessed, and short-listed, by the selection committee members based on evaluation criteria state above and within the RFP. The highest ranked firms, having a minimum score of 850 point out of a possible 1,000, are listed below.

RFP 17-021 External Auditing Services Technical Review - 700 Points Max / Price - 300 Points Max						
Offeror	LAMTD Total Compensation (Base + Opt)	PTA Total Compensation (Base + Opt)	Price Points (300 possible points)	Technical Points (700 possible points)	Total Price + Technical Points	Ranking
Mauldin & Jenkins	\$ 146,500	\$ 44,000	300	608	908	1
Berman Hopkins & Wright	\$ 225,000	\$ 45,000	212	652	863	2
Cherry Bekaert LLP	\$ 228,200	\$ 31,650	220	633	853	3

Thank you,