

REQUEST FOR PROPOSALS NO: 16/17-01 Professional Auditing Services (REBID)

The Clay County Development Authority (CCDA), a public body corporate and politic of the State of Florida, is an independent special district located in Clay County, FL. Section 218.39(1)(c), Florida Statutes requires a Special District with revenues or the total of expenditures in excess of \$250,000 to obtain an annual financial audit. The CCDA meets this requirement as a Special District and is required to obtain an annual audit in accordance with the Rules of the Auditor General 10.500.

The CCDA is seeking to obtain auditing services from a qualified firm or individual to perform an annual financial audit of its accounts and records. Those interested in providing these services should formally submit a proposal and other information that is detailed herewith to Josh Cockrell, Executive Director, 1734 Kingsley Avenue, Orange Park, FL 32073, by **Tuesday, June 27, 2017 at 3:00 P.M.**

1. The CCDA's mission is to support, promote, and attract economic development while serving as the lead public development finance agency in Clay County, FL, partnering with new and existing businesses, non-profit organizations, faith-based communities, and government entities. The agency's mission is primarily carried out through the issuance of industrial revenue bonds and administering grants. The CCDA is comprised of a 10-member gubernatorial appointed, board and the agency does not have any employees. Instead, the agency contracts its administrative functions.
2. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the awarding of this proposal, any CCDA staff or board member concerning any aspect of this solicitation, except in writing to the Executive Director during the period allowed for submission of questions.
3. Any questions from Respondents concerning this RFP shall be submitted in writing, identifying the submitter, to Josh Cockrell, Executive Director, by email to joshcockrell@claydevelopmentauthority.com by June 13, 2017. All questions will be posted on the CCDA's website shortly thereafter. It is the prospective Respondent's responsibility to check the CCDA's website.
4. Consideration will be given to individuals or firms that have had auditing experience with municipal government units (towns and cities) and/or independent special districts within the State of Florida in the previous 3 to 5 years. Additional consideration will be given to individuals or firms that have experience with grant programs administered by the State of Florida.
5. Individuals or firms should identify the principal or person(s) who will actually be supervising and conducting the audit. Qualifications and experience of this/these individuals should be submitted with the information supplied. Please submit any credentials, certifications and /or license for these persons.
6. Individuals or firms interested in providing auditing services should explain any training or experience that the firm or individual(s) has as it relates to the implementation of GASB-34 requirements and State of Florida Auditor General Local Governmental Audit Report requirements.

7. Individuals or firms interested in providing auditor services shall provide the flat annual fee and cost related items they will charge for a three (3) year audit engagement starting for fiscal year 2016-2017, and for up to two (2) additional fiscal year's renewals at the option of the CCDA. The CCDA's fiscal year is from October 1 – September 30.
8. Though not often an annual occurrence, the CCDA may require a state single audit in accordance to the Florida Single Audit Act, Section 215.97, Florida Statutes. Firms or individuals interested in providing auditor services shall also provide the flat fee and cost related items they will charge for a state single audit during the term of the audit engagement.
9. The CCDA requests that Respondents provide no more than three (3) references with submittal.
10. The CCDA will also entertain any additional information that would be helpful in making a selection and/or ultimate recommendation to the CCDA.
11. The individual or firm selected will not only be required to provide the necessary auditing services but will also be responsible for the preparation of the related financial statements and all printing or publishing requirements.
12. All information must be submitted with the Proposal. At its discretion, the CCDA may request any additional information that may be helpful in the evaluation process.
13. The factors to be considered by the CCDA in evaluating the Proposals are ability of personnel, experience, ability to furnish the required services, electronic file-sharing capability, compensation, as well as past, present and future workload. Note that compensation will not be the sole or predominate factor in the selection of a qualified firm.
14. Respondents submitting a formal proposal shall provide six (6) printed and bound copies to the address noted at the top of this RFP. In addition, Respondents shall submit an electronic copy of the formal proposal via email to Josh Cockrell, joshcockrell@claydevelopmentauthority.com.
15. The CCDA is not obligated to in any manner to reimburse individuals or firms for costs incurred in connection with responding to the Request For Proposal.
16. The CCDA reserves the right to accept or reject any or all proposals submitted and to make a final selection in the best interest of the Clay County Development Authority.
17. A copy of this RFP, questions submitted, and additional information about the CCDA as well as previous years' financial audits can be found on the CCDA's website www.claydevelopmentauthority.com.