LEON COUNTY, FLORIDA

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

BC-05-31-07-50

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I. INTRODUCTION

A. General Information

1. Leon County is requesting proposals from qualified firms of certified public accountants to audit three years of financial statements commencing with the fiscal year ending September 30, 2007, with the option of auditing the financial statements for each of the four subsequent fiscal years (seven years maximum). These audits are to be performed in accordance with generally accepted auditing standards, the standards for financial audits set forth in the United States General Accounting Office's (GAO) Government Auditing Standards (1994), the provisions of the federal Single Audit Act of 1996, and United States Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments as well as the following additional requirements:

   - Florida Statute 218.39
   - Section 11.45, Florida Statutes
   - Chapter 10.550, Rules of the Auditor General, Local Governmental Entity Audits
   - Additional Court Costs---Florida Statute 938.05 and 939.185
   - Hunting/Fishing Licenses---Florida Statutes 370.06 and 372.561
   - Landfill Closure Costs---Florida Administrative Code 62-701.630
   - County Court-Related Functions Expenditures---Florida Statute 29.0085
   - State of Florida Local Government Financial Reporting, Bureau of Accounting, Department of Financial Services

   Leon County is a political subdivision of the State of Florida. Leon County had an estimated 2006 population of 272,497 residents. Tallahassee is the only city in the County. Leon County covers a land area of 702 square miles and is located in north Florida midway between Jacksonville and Pensacola. The Georgia state line is the northern boundary of the County.

   The County operates under a commission/administrator form of government, with a governing board consisting of seven county commissioners; two are elected at-large while five are elected from specific districts. They are elected to staggered four-year terms. During the November 2002 elections, the voters of Leon County approved a referendum adopting a Charter for the County.

   In addition to the Board of County Commissioners, there are five independently elected constitutional officers as follows:

   Clerk of the Circuit Court
   Property Appraiser
   Sheriff
   Supervisor of Elections
   Tax Collector

   All of the Constitutional Officers and County Commissioners are governed by and derive their operating authority from the Constitution and laws of the State of Florida. There is also a County Attorney reporting directly to the Board of County Commissioners.

2. Section 11.45, Florida Statutes, requires an annual financial audit of all County agencies. Section 11.45 defines a financial audit as an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity

with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Section 218.32(1)(a) also requires "The county audit shall be one document which shall include a separate audit of each county agency" and further requires that "The County audit shall be a single report".

3. In order to assist the proposal development, the total County government is more fully described as follows:

   a. Board of County Commissioners. The officials are an independently elected seven member Board as established by Article VIII, Section 1(e), of the Florida Constitution. Generally, the Board adheres to the accounting principles, standards and procedures prescribed by the State of Florida, Office of the Comptroller, Department of Banking and Finance, Bureau of Local Government Finance, as set forth in the Uniform Accounting System manual which closely conforms to the publication of the National Committee on Governmental Accounting entitled, Governmental Accounting, Auditing and Financial Reporting (GAAFR), other promulgations of The National Council on Governmental Accounting, and the Industry Audit Guide for State and Local Governments published by the American Institute of Certified Public Accountants (AICPA).

   The Board appoints a County Administrator to administer all policies emanating from its statutory powers and authority.

   The Clerk of the Circuit Court is the chief financial officer of the County. The Clerk is ex-officio Clerk to the Board of County Commissioners, Auditor, Recorder and Custodian of all County funds as provided by Article VIII, Section 1(d), of the Florida Constitution. Accounting records and minutes of official Board actions are prepared and maintained by the Clerk of the Circuit Court. Governmental funds are accounted for on the modified accrual basis of accounting. Proprietary funds are accounted for on the full accrual basis.

   Included within the audit of the Board of County Commissioners shall be those dependent special districts, authorities, boards and commissions who fall within the definitions outlined in the Governmental Accounting Standards Board Statement Number 14, ***The Financial Reporting Entity.***

   b. Clerk of the Circuit Court. This officer is independently elected as established by Article V, Section 16, and Article VIII, Section 1(d) of the Florida Constitution. The office is a separate entity for financial reporting purposes as provided by Chapter 218, Florida Statutes. Financial operations are conducted on the modified accrual basis of accounting. The operations of the office are governed primarily by Chapter 28, Florida Statutes. The Clerk performs the duties of Clerk to the Board and Clerk of the County Court as a budget officer, with funding provided by the Board in the form of operating transfers. In return, the Clerk is responsible for the collection of revenues within the jurisdictional area of the Clerk, and for the subsequent remittance of such collections to the Board of County Commissioners. The Clerk performs the duties of Clerk of the Circuit Court as a fee officer, wherein revenues collected by the office are retained for the purpose of defraying the costs of operation.

   c. Property Appraiser. This officer is independently elected as established by Article VIII, Section 1(d) of the Florida Constitution. The office is a separate entity for financial reporting purposes as provided by Chapter 218, Florida Statutes. The Property Appraiser is not a fee officer as defined in Section 218.31(8), Florida

Statutes, but rather derives funding by allocating current year budgeted appropriations among each of the entities levying ad valorem taxes during the preceding year (with the exception of the District School Board and municipalities which are apportioned to the County) by the ratio of taxes levied by that entity to total taxes levied by all taxing entities. Financial operations are conducted on the modified accrual basis of accounting.

d. Sheriff. This officer is independently elected as established by Article VIII, section 1(d), of the Florida Constitution. The office is a separate entity for financial reporting purposes as provided by Chapter 218, Florida Statutes. The Sheriff is not a fee officer as defined in Section 218.31(8), Florida Statutes and therefore operates as a budget officer, with funding provided by the Board in the form of operating transfers. In return, the Sheriff is responsible for the collection of revenues within the jurisdictional area of the Sheriff, and for the subsequent remittance of such collections to the Board of County Commissioners. Financial operations are conducted on the modified accrual basis of accounting. The operations of the office are governed primarily by the provisions of Chapter 30, Florida Statutes.

e. Supervisor of Elections. This officer is independently elected as established by Article VIII, Section 1(d), of the Florida Constitution. The office is a separate entity for financial reporting purposes as provided by Chapter 218, Florida Statutes. The Supervisor of Elections is not a fee officer as defined in Section 218.31(8), Florida Statutes and therefore operates as a budget officer, with funding provided by the Board in the form of operating subsidies. In return, the Supervisor of Elections is responsible for the collection of revenues within the jurisdictional area of the Supervisor of Elections, and for the subsequent remittance of such collections to the Board of County Commissioners. Financial operations are conducted on the modified accrual basis of accounting. The Supervisor of Elections is the official custodian of the Books of Registration, with exclusive control of matters pertaining to registration of electors and the administration of elections.

f. Tax Collector. This officer is independently elected as established by Article VIII, Section 1(d), of the Florida Constitution. The office is a separate entity for financial reporting purposes as provided by Chapter 218, Florida Statutes. The Tax Collector is a fee officer as defined in Section 218.31(8), Florida Statutes and therefore operates on funding provided from the collection of fees for services provided. Financial operations are conducted on the modified accrual basis of accounting.

4. Costs for developing and presenting submittals in response to this Request for Proposals are entirely the obligation of the proposer and shall not be chargeable in any manner to Leon County.

   There is no expressed or implied obligation for Leon County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

5. Leon County reserves the right to reject any proposal which may be considered irregular, show serious omission, unauthorized alteration of form, unauthorized alternate proposals, any proposal submitted after May 31, 2007, or incomplete proposals.

   Leon County reserves the right to accept or reject any and all proposals and to waive all nonmaterial irregularities in any or all proposals submitted.

6. All questions concerning this proposal shall be directed **in writing** to:
   Keith Roberts
   Purchasing Director
   2248 Miccosukee Road
   Tallahassee, FL 32308
   Facsimile: (850) 606-1601.

7. To be considered, one original and ten (10) copies of the proposal shall be delivered to:

   Leon County Purchasing Division
   2284 Miccosukee Road
   Tallahassee, Florida 32308

   for receipt no later than May 31, 2007, at 2:00 P.M. Proposals must be submitted in a sealed envelope clearly marked with the name of the audit firm and the Proposal Number BC-05-31-07-50. The sealed proposals will be publicly opened shortly thereafter.

8. Proposals may not be withdrawn after this time or within the ensuing sixty (60) day period. Proposals may be withdrawn prior to May 31, 2007, at 2:00 P.M. if so requested in writing. Proposals received after this time will not be considered.

9. A pre-proposal conference is scheduled at 2:00 P.M. on Wednesday, May 23, 2007, in the Finance Conference Room, Suite 450, Bank of America Building, 315 S. Calhoun Street, Tallahassee, Florida 32301 to respond to any questions you may have about the RFP.

   After this pre-proposal conference, any inquiries concerning the Request for Proposals should be directed as stated in paragraph 6 above.

10. Contact with Leon County personnel other than Keith Roberts or David Reid (only as stated in Section III, paragraphs B and K) regarding this RFP may be grounds for elimination from the selection process.

11. Proposals submitted will be evaluated by an auditor selection committee, created pursuant to the provisions of Section 218.391, Florida Statutes, with membership consisting of the following Constitutional officers or their designees:

    a. Clerk of the Circuit Court
    b. Property Appraiser
    c. Sheriff
    d. Supervisor of Elections
    e. Tax Collector
    f. One member of the Board of County Commissioners or its designee

    In addition, a representative of the Leon County Purchasing Division may provide advice and assistance to the committee regarding the process.

    During the evaluation process, the Auditor Selection Committee and Leon County reserve the right, where it may serve the best interests of Leon County, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of Leon County or the Auditor Selection Committee, firms submitting proposals may be requested to make oral representations as part of the evaluation process.

12. Leon County reserves the right to retain all proposals submitted and to use any idea in a proposal regardless of whether that proposal is selected. 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 Leon County and the firm selected.

13. Since the receipt of more than one proposal is anticipated, Leon County will follow the provisions of Section 218.391, Florida Statutes, which states in part:

    The committee may request, accept, and consider proposals for the compensation to be paid only during competitive negotiations under paragraph (h). The firm ranked first may then negotiate a contract with the board giving, among other things, a basis of its fee for that engagement. If the board is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the board shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The board, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. The board shall also negotiate on the scope and quality of services. In making such determination, the board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For contracts over $50,000, the board shall require the firm receiving the award to execute a truth-in-negotiations certificate stating that the rates of compensation and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Such certificate shall also contain a description and disclosure of any understanding that places a limit on current or future years' audit contract fees, including any arrangements under which fixed limits on fees will not be subject to reconsideration if unexpected accounting or auditing issues are encountered. Such certificate shall also contain a description of any services rendered by the certified public accountant or firm of certified public accountants at rates or terms that are not customary. Any auditing service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the board determines the contract price was increased due to inaccurate or incomplete factual unit costs. All such contract adjustments shall be made within 1 year following the end of the contract.

14. It is anticipated that ranking of firms will occur at the County Commission Meeting scheduled to be held on Tuesday, June 26, 2007, in the County Commission Chambers located at 301 S. Monroe Street Tallahassee, Florida 32301. Firms being ranked should attend this meeting and may be requested to make oral presentations. The negotiation process and approval and execution of the contract will follow this ranking.

B. Term of Engagement

A three year contract is contemplated, subject to the annual review and recommendation of the Auditor Selection Committee, the satisfactory negotiation of terms (including a price acceptable to both the County and the selected firm), the concurrence of the County Commission and the annual availability of an appropriation. The contract will be further subject to the receipt of notification on or before July 1 in any fiscal year that the State of Florida, Office of the Auditor General has decided to perform a financial audit for that fiscal year, as provided in Section 11.45, Florida Statutes. The contract will contain a provision allowing Leon County to renew twice for two subsequent years, subject to the above conditions.

C. Joint Ventures/Subcontracting

Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. Any proposed subcontracting must be clearly identified in the initial proposal, including the name of the firm and all other information as required of the principal firm in this request for proposals. Leon County reserves the right to reject any proposed subcontractors. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of Leon County.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

Leon County desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

These audits are to be performed in accordance with generally accepted auditing standards, the standards for financial audits set forth in the United States General Accounting Office's (GAO) Government Auditing Standards; the provisions of the federal Single Audit Act of 1996; and United States Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments as well as the following additional requirements:

Florida Statute 218.39
Section 11.45, Florida Statutes
Chapter 10.550, Rules of the Auditor General Local Governmental Entity Audits
Additional Court Costs---Florida Statute 938.05 and 939.185
Hunting/Fishing Licenses---Florida Statutes 370.06 and 372.561
Landfill Closure Costs---Florida Administrative Code 62-701.630
County Court-Related Functions Expenditures---Florida Statute 29.0085
State of Florida Local Government Financial Reporting, Bureau of Accounting, Department of Financial Services

B. Auditing Standards and Requirements to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the United States General Accounting Office's (GAO) Government Auditing Standards; the provisions of the federal Single Audit Act of 1996; the provisions of the United States Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments; Section 11.45, Florida Statutes; Chapter 10.550, Rules of the Auditor General Local Governmental Entity Audits; and any other required standards that are or become applicable.

C. Reports to be Issued

Following the completion of the audit of each fiscal year's financial statements during the term of the contract, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles. In addition to the report for the County as a whole, a separate report is required for the Board of County Commissioners, each of the five constitutional officers, and the Comprehensive Annual Financial Report (CAFR).

2. A report on the internal control structure based on the auditor's understanding of the

control structure and assessment of control risk.

3. A report on compliance with applicable laws and regulations.

4. A report on the fair presentation of Supplementary Information Schedules of Federal, State, and Local Financial Assistance in relation to the financial statements of the County taken as a whole.

5. A report on the internal control structure used in administering federal, state and local financial assistance programs.

6. A report on the compliance with laws and regulations related to major and non-major federal, state, and local financial assistance programs. This report should include an opinion on compliance with specific requirements applicable to major federal financial assistance programs, a report on compliance with general requirements applicable to major federal financial assistance programs, and a report on compliance with laws and regulations applicable to non-major federal financial assistance program transactions tested.

7. Any other attestations and certifications as may be required by Florida Statutes or Florida Administrative Code. This includes, but is not limited to:

   a. A report on the fair presentation of the Schedule of Other Cash and Investments of the Solid Waste System Fund to comply with rule 62-701.630 of the Florida Administrative Code.

   b. A report on the fair presentation of the Statement of Revenues and Expenditures and Allocation of Funds - Additional Court Costs.

   c. A certification on the fair presentation of the Statement of County Funded Court Related Functions in accordance with the provisions of Section 29.0085, Florida Statutes.

   d. A certification on the fair presentation of the Assessment of Additional Court Costs in accordance with the provisions of Section 939.185, Florida Statutes.

   e. A report on the fair presentation of the Clerk of the Circuit Court Compliance Control Questionnaire.

   f. Relative to the Tax Collector's Office, this includes the Report on Unissued, Sold, and Voided Saltwater Fishing Licenses and Stamps, as required by the provisions of Sections 370.06 and 372.561, Florida Statutes.

   g. Management letter.

   In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. In addition, the audit reports should include all necessary components and disclosures required by the applicable Rules of the Auditor General.

   Reportable conditions that are also material weaknesses shall be identified as such in the report.

3

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on internal controls.

Separate reports shall be issued for the Board of County Commissioners and each constitutional officer.

The reports on compliance shall include all instances of noncompliance with applicable laws and regulations.

Irregularities and illegal acts:

The auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Finance Director, to the elected official responsible for the operations of the unit of the County being audited, and then, when appropriate, to the next higher authority in the organization.

Reporting to the Clerk of the Circuit Court:

The auditors shall assure themselves that the Clerk of the Circuit Court is informed of each of the following:

1. The responsibilities of the auditor under generally accepted auditing standards.
2. Significant audit adjustments.
3. Difficulties encountered in performing the audit.

D. Special Considerations

1. Leon County will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in the Certificate of Achievement for Excellence in Financial Reporting Program. It is expected that the auditor will provide any special assistance necessary to ensure that Leon County continues to meet the requirements of that program. Leon County has received this award since September 30, 1996.

2. Leon County 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 under the contract, if requested by the financial advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor, and any necessary "comfort letters."

3. Leon County has determined that the United States Department of Health and Human Services will function as the cognizant agency in accordance with the provisions of the federal Single Audit Act of 1996 and the provisions of the United States Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

4. The schedule of federal, state, and local financial assistance and related auditor's report, as well as the reports on the internal control structure and compliance are to be issued as part of the comprehensive annual financial report.

5. The audit requirements of the Single Audit Act of 1996 shall be performed on all federal, state, and local financial assistance programs.

6. The auditor will be required to prepare the required financial statements and the accompanying notes for the Board of County Commissioners, Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector. The Clerk of the Circuit Court, Finance Department will prepare the letters of transmittal, MD & A, and statistical sections of the comprehensive annual financial report.

7. Leon County is interested in developing the ability to produce financial statements internally. To this end, the auditor should be prepared to assist the County in the development of this capability, including the review and recommendation of any necessary improvements to the financial reporting system.

8. The County is progressive in its attitude toward new accounting standards. Early implementation is practiced when recommended. The auditor should be able to provide guidance and assist in the implementation of current changes in governmental accounting standards.

9. As required by the provisions of Chapter 10.550, Rules of the Auditor General (Effective September 30, 1996), the auditor shall review the Annual Financial Report of Units of Local Government (which is required to be completed pursuant to the provisions of Section 218.32, Florida Statutes), in order to ensure it is in agreement with the audited financial statements.

10. A list of findings and other weaknesses with responses from the most recent financial statement audit of Leon County are attached to this document (Appendix A). Of those findings and other weaknesses, management believes that all the issues have been resolved.

11. The auditor shall be required to provide (45) copies of the Comprehensive Annual Financial Report, (5) original, and also, (35) copies of a report on the financial statements, internal control and compliance in accordance with the audit guide and standards for compliance with the Single Audit Act, as may be required. Finally, (5) copies of the audit on the Constitutionals are required. In addition to the above copies, (1) camera ready copy of each report is also required.

E. 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 five years after release of the audit, unless the firm is notified in writing by Leon County of the need to extend the retention period.

The auditor will be required to make working papers available, upon request, without charge, to the following parties or their designee:

Leon County
United States Department of Health and Human Services
United States General Accounting Office (GAO)
Parties designated by the federal or state governments or by Leon County as part of an audit quality review process
Auditors of entities of which the County 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 Person/Organizational Chart/Key Personnel
The auditor's principal contact with Leon County will be David Reid, Finance Director, or a designated representative, who will coordinate the assistance provided by Leon County to the auditor.

A list of key personnel are attached as Appendix B.

B. Background Information

Leon County serves an area of 702 square miles with a population of 272,497. Leon County's fiscal year begins on October 1 and ends on September 30. The County operates under a commission/administrator form of government and provides a full range of governmental services contemplated by state law and local ordinance, including public safety, transportation, physical environment, economic environment, human services, culture/ recreation, and general government services. The funds and accounts of the Board of County Commissioners are maintained by the Clerk of the Circuit Court. Constitutional Officers are responsible for the custody and accounting of the funds of their office.

More detailed information on Leon County and its finances can be found in the Fiscal Year 2005-06 Comprehensive Annual Financial Report of Leon County and in the Fiscal Year 2006-07, Adopted Budget. A copy of these documents can be obtained by contacting Mr. David Reid, Finance Director, Leon County Clerk of the Circuit Court, Post Office Box 726, Tallahassee, Florida 32301 in writing or by FAX at (850) 577-4042.

C. Fund Structure

Leon County currently uses the following fund types and account groups for financial reporting purposes:

Fund Type/Account Group	Number of Individual Funds	Number With Legally Adopted Annual Budgets
General Fund	1	1
Special Revenue Funds	27	27
Debt Service Funds	7	7
Capital Projects Funds	11	11
Enterprise Funds	2	2
Internal Service Funds	3	3
Expendable Trust Funds	0	0
Nonexpendable Trust Funds	0	0
Pension Trust Funds	0	0
Agency Funds	4	4
General Fixed Assets Account Group	0	N/A
General Long Term Debt Account Group	0	N/A

D. Budgetary Basis of Accounting

Budgets for all governmental fund types are adopted on a basis consistent with generally accepted accounting principles (GAAP) with the exception of the general fund, and the fine and forfeiture fund. For these funds, certain installment purchase arrangements entered into by individual Constitutional Officers are budgeted as general government expenditures in the year in which payments are made. Pro forma budgets are prepared for the proprietary fund

types on the full accrual basis, consistent with generally accepted accounting principles, except that depreciation, amortization, and other non-cash transactions are not budgeted.

E. Federal and State Financial Assistance

During the fiscal year ending September 30, 2006, Leon County received financial assistance from several granting agencies. Leon County has an in-house grant coordinator who is responsible for acquiring grants on behalf of Leon County. Leon County expects a continued high level of grants.

F. Pension Plan

In accordance with Florida Law, the Board of County Commissioners and Constitutional Officers must participate in the Florida Retirement System, a multiple employer cost sharing defined benefit plan, administered by the Florida Department of Management Services, Division of Retirement. All permanent Board of County Commissioners and Constitutional Officer employees are covered by the pension plan.

G. Component Units

Leon County is defined, for financial reporting purposes, in conformity with the Governmental *Accounting Standards Board's Codification of Governmental Accounting and Financial* Reporting Standards, Section 2100. Using these criteria, component units are included within the financial statements of Leon County. Leon County currently reports one discretely presented component unit.

In addition to the Board of County Commissioners and Constitutional Officers, Leon County has identified the following reporting entities for inclusion in its financial statements:

1. The Leon County Commission Governmental Leasing Corporation

2. Leon County Housing Finance Authority

(1) Pursuant to the provisions of the Uniform Special District Accountability Act of 1989 (Chapter 189, Florida Statutes), the State of Florida, Department of Community Affairs has determined these entities to be independent special districts. Consequently, in future years they are to be reported independently on the Annual Financial Report of Units of Local Government (which is required to be completed pursuant to the provisions of Section 218.32, Florida Statutes). Since Section 218.32(1)(a), Florida Statutes requires units of local government to prepare financial statements, "which financial statements shall be prepared in compliance with generally accepted government accounting principles", there is an un-reconcilable difference between the provisions of the Uniform Special District Accountability Act of 1989 and Section 218.32(1)(a), Florida Statutes. Leon County has not yet determined how it intends to report these entities.

Accounting records for each of the above listed entities are prepared and maintained by the Clerk of the Circuit Court utilizing the same system as that utilized for the accounting records of the Board of County Commissioners.

In prior years, Leon County determined that the following potential component units should not be included in the financial statements of Leon County because of insufficient oversight by the Board of County Commissioners:

1. Leon County School District

2. Leon County Health Department
3. Tallahassee-Leon County Civic Center Authority
4. Falls Chase Special Taxing District
5. Northwest Florida Water Management District
6. Leon County Educational Facilities Authority
7. Frenchtown Neighborhood Improvement Authority
8. Leon County Health Facilities Authority
9. Leon County Research and Development Authority
10. Ochlocknee Soil and Water Conservation District
11. Tallahassee Downtown Improvement Authority
12. Tallahassee Housing Authority

(1) Pursuant to the provisions of the Uniform Special District Accountability Act of 1989 (Chapter 189, Florida Statutes), the State of Florida, Department of Community Affairs, has determined these entities are not dependent special districts. Leon County has determined they are not required to report these entities.

H. Joint Ventures

Leon County does not currently have any joint ventures with other governmental agencies.

I. Magnitude of Finance Operations

The Office of Clerk of the Circuit Court, Finance Department, is headed by David Reid and consists of 28 employees. The level of staff and number of employees represented are as follows:

Level	Number of Employees
Finance Director	1
Assistant Finance Director	1
Professionals	9
Paraprofessionals	7
Clerical	10

The Office of Clerk of the Circuit Court, Finance Department is also responsible for the production of the Comprehensive Annual Financial Report. Staff member credentials include five certified public accountants, several college degrees, and experience with other entities

which contributes to our efficiency and progress.

J. Computer Systems

Hardware

IBM RISC-6000 server

Software

Leon County operates an on-line real-time finance system which was purchased from SCT public sector Malvern, PA. The Banner system is in its twelfth year of operation.

All professional level employees have IBM compatible personal computers with Microsoft Excel, with MS Access and Microsoft word processing software, plus access to the Banner finance system.

K. Availability of Prior Audit Reports and Working Papers

Interested firms who wish to review audit reports and management letters from prior years should contact David Reid, Finance Director, Leon County Clerk of the Circuit Court, Finance Department, Post Office Box 726, Tallahassee, Florida 32302-0726 in writing or by telephone at (850) 577-4020. CAFRs for fiscal years 1998 through 2005 are available on-line at www.clerk.leon.fl.us.

IV. TIME REQUIREMENTS

A. Proposal Calendar

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

Approval of RFP	May 8, 2007
Request for proposals issued	May 14, 2007
Due date for notification of interest	May 21, 2007
Pre-proposal conference	May 23, 2007
Due date for proposals	May 31, 2007

B. Notification and Contract Dates

Approval of ranking, authority to negotiate and Authorization of chairman to execute	June 26, 2007

C. Date Audit May Commence

Audit work may be commenced at any date after the execution of the contract between the parties. In future years, interim work shall commence no earlier than July 1 of each year.

D. Schedule for the Fiscal Year 2006-07 Audit

(A similar schedule will be developed for audits of future fiscal years.)

Each of the following shall be completed by the auditor no later than the dates indicated.

1. Fieldwork

   The auditor shall complete all fieldwork by February 7, 2008.

2. Draft Reports

   The auditor shall have drafts of all audit reports and recommendations to the Clerk of the Circuit Court and individual constitutional officers by February 21, 2008.

E. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years).

At a minimum, the following conferences should be held:

Entrance conference with Elected Officials	To be scheduled
Entrance conference with key Accounting and Finance personnel	To be scheduled

The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.

Exit conferences with the Clerk of the Circuit Court, Chairman of the Board of County Commissioners (or designee), and individual constitutional officers	To be scheduled

The purpose of this meeting will be to summarize the results of the field work and to review significant findings.

In addition, weekly status meetings shall be held with the Clerk of the Circuit Court, key Finance Department personnel, audit manager and managing partner starting at the beginning of audit field work and continuing until the final report is issued. These conferences may take place by phone if they cannot be scheduled in person. Alternatively, the auditor may provide written reports on the progress of the audit on a weekly basis.

F. Date Final Report is Due

The auditor shall provide all recommendations, revisions and suggestions for improvement to the Clerk of the Circuit Court (or designee), and each constitutional officer or designee (as applicable) by March 7, 2008.

Each official will complete their review of the draft reports and respond to the management letter comments (as applicable) as expeditiously as possible. It is not expected that this process should exceed three weeks. During this period, the auditor should be available for any meetings which may be necessary to discuss the audit reports. Once all issues for discussion are resolved and the County's responses are incorporated, the final signed report shall be delivered to the Clerk of the Circuit Court and each constitutional officer as applicable. This process must be completed and the final reports delivered by March 22, 2008.

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

A. Finance Department and Clerical Assistance

Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. Trial balances will be prepared by Finance Department staff for the Board of County Commissioners, the Supervisor of Elections, and Clerk of the Circuit Court. Other Constitutional Officers are responsible for the preparation of their trial balances. Any additional information provided by Leon County will be in the format maintained by the County. Any additional or reformatted schedules will be the responsibility of the auditor. Confirmations will be typed by Finance Department staff, if requested. In addition, clerical support will be made available to the auditor for up to three (3) hours per week of routine letters and memoranda.

B. Electronic Data Processing (EDP) Assistance

The availability of EDP personnel to assist the auditor in performing the engagement will be limited, so the need should be specifically addressed in submitted proposals. EDP personnel will be available to provide systems documentation and explanations. The auditor will be provided inquiry only access to the accounting systems of both the Board of County Commissioners and Clerk of the Circuit Court.

C. Work Area, Telephones, Photocopying and Facsimile Machines

Leon County will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to one telephone line, photocopying facilities and Facsimile machines. No long distance calls shall be charged to the County. Facsimile machine transmittals and photocopies must be logged.

D. Report Preparation

Report preparation, editing and printing of the Board report and the CAFR shall be the responsibility of the auditor. In addition, the auditor shall also be responsible for the preparation and printing of the following reports:

Single Audit

Financial Statements of the Constitutional Officers

Report on Internal Control Structure and Compliance with Laws and Regulations

Schedule of Other Cash and Investments of the Solid Waste System Fund

Statement of Revenues and Expenditures and Allocation of Funds - Additional Court Costs

Report on Statement of Revenues and Expenditures and Allocation of Funds - Additional Court Costs

A report on the Clerk of the Circuit Court Compliance

Report on Unissued, Sold, and Voided Saltwater Fishing Licenses and Stamps

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Notification of Interest

Firms interested in submitting a proposal are encouraged to submit **no later than** May 21, 2007, their "Notification of Interest" in the format attached to the letter transmitting this Request for Proposals. This notification will enable us to provide interested parties with all proposal related information.

2. Pre-proposal Conference

A conference for firms interested in submitting proposals will be held at 2:00 P.M. on Wednesday, May 23, 2007, in the Bank of America Building, Finance Department, Suite 450, 315 S. Calhoun Street, Tallahassee, Florida 32301. Both verbal and written questions will be accepted during the conference.

3. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made in writing to:

Keith Roberts
Purchasing Director
2284 Miccosukee Road
Tallahassee, Florida 32308
Facsimile Number: (850) 606-1601

QUESTIONS OR INQUIRIES REGARDING THE MEANING OR INTERPRETATION OF ANY OF THE PROVISIONS OF THIS RFP MUST BE DIRECTED TO KEITH ROBERTS. CONTACT WITH PERSONNEL OF LEON COUNTY, OTHER THAN KEITH ROBERTS, REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS. LEON COUNTY SHALL NOT BE RESPONSIBLE FOR ANY REPRESENTATIONS MADE BY ANYONE OTHER THAN KEITH ROBERTS OR BY ADDENDUM.

4. Submission of Proposals

The following material must be received no later than 2:00 P.M. on Thursday, May 31, 2007 for a proposing firm to be considered:

a. An original copy (so marked) of a proposal and ten copies to include the following:

1). Title Page

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

2). Table of Contents

3). Transmittal Letter

3

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, and a statement that the proposal is a firm and irrevocable offer for sixty (60) days.

4). Detailed Proposal

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

5). Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements

The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.

2. Established targets designed to increase MBE and WBE utilization proportionate to documented under utilization.

3. Provide increased levels of information and assistance available to MBEs and WBEs.

4. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

The term Certified Minority Women Business Enterprise@ (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County, the City of Tallahassee, or the Leon County School Board.

Each Respondent is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Firms responding to this RFP are hereby made aware of the County's targets for MBE and WBE utilization. Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Gary W. Johnson, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail johnsong@leoncountyfl.gov.

Respondent **must complete and submit** the attached Minority and Women Business Enterprise Participation Plan form. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form or a good faith effort letter will result in a determination of non-responsiveness for the RFP.

If respondents can not meet the aspirational target(s) the Respondent must demonstrate in their RFP response that they made a **Good Faith**

Effort to meet the aspirational target(s). The respondent can show Good Faith Efforts to use MBEs and WBEs by providing one of the following: **1.)** *a copy of the publication advertisement seeking MBEs and WBEs*; **2.)** a list of MBEs and WBEs contacted (a list of certified MBEs and WBEs can be obtained from the Leon County MWSBE Division); **3.)** documentation of contact made with the Leon County MWSBE Division no less than 5 business days prior to the bid deadline regarding problems in reaching the aspirational target(s); or **4.)** other documentation indicating Good Faith Efforts to meet the aspirational target(s).

For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBEs and/or WBEs.

Professional Services Sub-Consultants Targets :
Minority Business Enterprise - 18%
Women Business Enterprise - 9%

As a part of the selection process for this project, the ranking procedure will provide a maximum of ten (10) points of the total score where MBEs and WBEs are used as follows:

MBE and WBE Participation Level for Professional Services Sub-consultants	**Points**
The Respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 11% by certified MBE or WBE firms/individuals and will meet or exceed both aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	10
The Respondent certifies that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	8
The Respondent certifies that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) *and has identified in the MWBE participation plan* the MBE and WBE firm(s) that it intends to use.	6
The Respondent has MBE and WBE participation of at least 20%, but less than 50% of both aspirational targets and has identified in the MWBE participation plan the MBE and WBE firm(s) it intends to use.	4

6) Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the

principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, (Appendix F), the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

7). Executed copy of the Proposer Guarantee attached to this request for proposals (Appendix D).

8). Public Entity Crimes Statement: Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list (Appendix C).

9). Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form (Appendix G).

b. Summary of the firm's current workload and ability to satisfy the requirements of the County. A brief statement should be included on the firm's background, organization and size.

c. Proposals must be submitted in a sealed envelope clearly marked with the name of the audit firm and the bid number, BC-05-31-07-50. Proposers should send the completed proposal to:

Purchasing Division
2284 Miccosukee Rd.
Tallahassee, Florida 32301

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of Leon County 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 technical 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.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE PROPOSAL DOCUMENT.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information). 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 subjects, item Numbers 2 through 11, must be included. They represent criteria against which the proposal will be evaluated.

2. *Independence*

The firm should provide an affirmative statement that it is independent of Leon County, including the Board of County Commissioners and each constitutional officer, as defined by generally accepted auditing standards and the United States General Accounting Office's Government Auditing Standards (1994).

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving Leon County 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 Leon County written notice of any professional relationships entered into during the period of this engagement.

3. License to Practice in the State of Florida

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the State of Florida.

4. Firm Qualifications and Experience

The proposal 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. This information should include specific details for the office from which the audit will be conducted.

If the proposer is a joint venture or if the proposer is subcontracting a portion of the work, qualifications of each firm comprising the joint venture or each subcontractor should be separately identified and the firm that is to serve as the principal auditor should be clearly stated, 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 government engagements.

3

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.

5. Partner, Supervisory, and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including the engagement partner, manager, other supervisors and specialists, and the auditor in-charge of fieldwork, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in the State of Florida. The firm should also 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.

The firm should 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. Also, the firm should 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, providing that any replacements have equal or better qualifications than those personnel replaced. These personnel may also be changed for other reasons with the express prior written permission of Leon County. However, in either case, Leon County retains the right to approve or reject replacements. The qualifications of any replacements will be furnished to the Clerk of the Circuit Court prior to beginning any work on the audit.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of Leon County, 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 and experience.

In the event of a joint venture or use of a subcontractor, requirements of this section apply to all staff connected with the audit.

6. Prior Engagements with Leon County

The firm should list separately by type of engagement (i.e. audit, management advisory services, other), all engagements for Leon County since October 1, 1997. For each engagement, the firm should indicate the scope of work, date, engagement partners, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Governmental Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposals. Indicate the scope of work, date, engagement partners, the name and telephone number of the principal

client contact, and the extent of their participation in the GFOA Certificate program.

8. 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 proposals. In developing the work plan, reference should be made to such sources of information as Leon County'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:

a. Proposed segmentation of the engagement, including time frames for each segment

b. Level of staff to be assigned to each proposed segment of the engagement

c. Sample size methodology and the extent to which statistical sampling is to be used in the engagement

d. Extent of use of EDP software in the engagement

e. Type and extent of analytical procedures to be used in the engagement

f. Approach to be taken to gain and document an understanding of the internal control structure of Leon County

g. Approach to be taken in determining laws and regulations that will be subject to audit test work

h. Approach to be taken in drawing audit samples for purposes of tests of compliance

I. Approach to be taken in reviewing and auditing EDP systems

9. 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 Leon County.

10. Professional Liability Insurance

Auditor shall provide proof of Commercial General Liability insurance in an amount not less than $1,000,000
Liability - Auto, in the amount of $100,000/300,000
Workers= Compensation - Statutory

VII. EVALUATION PROCEDURES

A. Auditor Selection Committee

Proposals submitted will be evaluated by a six member auditor selection committee, created pursuant to the provisions of Section 218.391, Florida Statutes, with membership consisting of the following Constitutional officers or their designees:

1. Clerk of the Circuit Court
2. Property Appraiser
3. Sheriff
4. Supervisor of Elections
5. Tax Collector
6. One member of the Board of County Commissioners or its designee

In addition, a representative of the Leon County Purchasing Department may provide advice and assistance to the committee regarding the process.

B. Review of Proposals

The Auditor Selection Committee will use a point formula during the review process to score proposals. Each member of the Auditor Selection Committee will first determine responsiveness to the request for proposals by making sure all terms of the request for proposals were followed. Any proposal determined not to be responsive by a majority of the committee will be eliminated from further consideration. For those proposals determined to be responsive, each member of the Auditor Selection Committee will score each technical proposal using the criteria described in Section VII C below. Each member's top three firms will be assigned three, two, and one points, respectively. These points will be totaled for all members to determine the recommended ranking of the top three firms. In the event of a tie for first, second, or third position, the affected ranking will be determined by a vote of the committee. The Auditor Selection Committee will meet and may require oral presentations as necessary during this process.

Leon County reserves the right to retain all proposals submitted and to use any idea in a proposal, regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using the criteria identified below. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications. The technical qualifications evaluation will assess the ability of each responding firm based on experience and qualifications of key staff members, the capability of the firm in meeting time and budget requirements, and the record of the firm with regard to this type of work, particularly in Leon County or in the State of Florida. Consideration will be given to the firm's current work load, financial stability and the location where the majority of the technical work will be produced. The Auditor Selection Committee will not be impressed with excessive amounts of boilerplate, excessive numbers of photographs, work that distant offices have performed, or work not involving personnel to be assigned to the proposed project. 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 the State of Florida

   b. The professional personnel of the audit firm have received adequate continuing professional education within the preceding two years

   c. The firm has no conflict of interest with regard to any other work performed by the firm for Leon County

   d. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work

e. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal

2. Technical Qualifications: (Maximum Points - 85)

a. Expertise and Experience (Maximum Points - 45)

(1) The past experience and performance of the firm (and specifically the local office which will be performing the engagement) on comparable government engagements (Maximum Points - 15)

(2) The quality of the professional personnel of the firm to be assigned to the engagement and the quality of the management support personnel of the firm to be available for technical consultation (Maximum Points - 20)

(3) The experience of the firm in performing single audits of federal or state financial assistance programs (Maximum Points - 10)

b. Audit Approach (Maximum Points - 40)

(1) Adequacy of the proposed staffing plan for various segments of the engagement (Maximum Points - 15)

(2) General approach to the audit (Maximum Points - 10)

(3) Adequacy of sampling techniques (Maximum Points - 5)

(4) Adequacy of analytical procedures (Maximum Points - 5)

(5) Approach to EDP systems (Maximum Points - 5)

3. Office Location from Which Work Will Be Conducted (Maximum Points - 5)

4. Minority/Women-Owned Business Enterprise Participation (Maximum Points -10)

D. Oral Presentations

During the evaluation and selection process, the Auditor Selection Committee may, at its discretion, request one or more firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Auditor Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. Firms may also be requested to give oral presentations in the final selection proceedings. All presentations shall be solely at the expense of the firm.

E. Other Factors

The evaluation will include other factors that may be pertinent such as the implementation of a Drug Free Work Place Policy, past performance, and previous work done for Leon County.

F. Final Selection

The Board of County Commissioners will make the final decision as to the ranking of the top three firms based on the rankings of the Auditor Selection Committee. All firms to be ranked should plan to attend the meeting of the Board of County Commissioners at which this matter will be considered at their own expense and be prepared to give an oral presentation.

The Board will then authorize fee and contract negotiations, which shall be accomplished pursuant to the provisions of Section 218.391(4)(a)., Florida Statutes, which states in part: "The firm ranked first may then negotiate a contract with the board giving, among other things, a basis of its fee for that engagement. Should the board be unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the board shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The board, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. The board shall also negotiate on the scope and quality of services."

It is anticipated that an approval of the ranking firms, authorization to negotiate, and the authorization of the chairman to execute the contract will be approved by the Board of County Commissioners on June 26 24, 2007.

G. Right to Reject Proposals

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 Leon County and the firm selected.

Leon County reserves the right without prejudice to reject any or all proposals.

VIII. ADDITIONAL CONSIDERATIONS

A. Cost of Service Requirements for Selected Auditor

Leon County is requesting that fees not be discussed in submitted proposals but included under separate cover. Also, during the final selection and negotiation process, the auditors should be prepared to comply with the following requirements:

1. Total All-inclusive Maximum Price

The negotiated cost of services should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price shall contain all direct and indirect costs including all out-of-pocket expenses. These prices should be determined on an annual basis for the term of the contract.

Leon County will not be responsible for expenses incurred in preparing and submitting the technical proposal. Such costs should not be included.

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

The selected firm will be required to provide to Leon County a schedule detailing the names and levels of personnel assigned to this engagement, anticipated hours, standard and quoted rates, and total cost by person as well as total personnel cost that supports the total all-inclusive maximum price.

3. Out-of-pocket Expenses Included in the Total All-inclusive; Maximum Price and Reimbursement Rates

All estimated out-of-pocket expenses for firm personnel (e.g., travel, lodging, and subsistence) to be reimbursed should be detailed. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

4. Rates for Additional Professional Services

If it should become necessary for Leon County 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 Leon County and the firm. Any such additional work agreed to between Leon County and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the negotiated contract.

5. 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. Billings must be presented in detailed format including hours anticipated, hours worked, rates, etc. Interim billings shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the final reports.

B. Request for Proposals/Contract

All requirements and conditions set forth in this request for proposals shall be incorporated into the contract entered into between Leon County and the auditor selected unless otherwise specified in the contract. Leon County contracts are subject to legal requirements set forth in County ordinances, State and Federal Law.

C. Termination Provisions

1. *Termination for Convenience of Leon County*

Leon County, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of Leon County. If this contract is terminated, the County shall not be liable for damages. Leon County shall be liable only for payment under the payment provisions of the contract (as set forth in Section VIII A 5 above) for services rendered before the effective date of termination.

2. Default

Leon County, by written notice, may terminate the contract upon default of any provisions thereof by the auditor.

D. Ethical Business Practices

1. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any

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solicitation or proposal therefore.

2. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

3. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

E. Local Preference in Purchasing and Contracting

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:

   a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.

   b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.

2. Local business definition. For purposes of this section, "local business" shall mean a business which:

   a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and

   b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and

   c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

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APPENDIX A

FINDINGS FROM RECENT EXTERNAL AUDITS

MANAGEMENT LETTER COMMENTS

To be provided

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APPENDIX B

LIST OF KEY PERSONNEL

Board of County Commissioners:

Parwez Alam, County Administrator
Alan Rosenzweig, Assistant County Administrator
Bob Inzer, Clerk of the Circuit Court
David Reid, Finance Director
Christine Francis
Betsy Coxen

Clerk of the Circuit Court:

Bob Inzer, Clerk of the Circuit Court
David Reid
Christine Francis
Betsy Coxen

Property Appraiser:

Bert Hartsfield, Property Appraiser
Kathy Doolin

Sheriff:

Larry Campbell, Sheriff
Scott Bakotic

Supervisor of Elections:

Ion Sancho, Supervisor of Elections
Janet Olin
Cynthia Kelley

Tax Collector:
Doris Maloy, Tax Collector
Barry Brooks

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APPENDIX C

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Leon County Board of County Commissioners

   by

   [print individual's name and title]

   for

   [print name of entity submitting sworn statement]

   whose business address is:

   and (if applicable) its Federal Employer Identification Number (FEIN) is

   (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn

   statement:_____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime: or
   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal

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power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order.]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(signature)

Sworn to and subscribed before me this _____ day of _____, 20___.

Personally known _____ OR Produced identification
(Type of identification)

_____
NOTARY PUBLIC

Notary Public - State of

My commission expires:

Printed, typed, or stamped
commissioned name of notary public

Form PUR 7068 (Rev 06/11/92)

APPENDIX D

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

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APPENDIX E

MINORITY BUSINESS ENTERPRISE PROGRAM
PARTICIPATION OF MBEs/WBEs

1. FIRM NAME_____

2. FLORIDA CORPORATE REGISTRATION NUMBER_____

3. ADDRESS (Assigned Project Office)_____

4. MBE PARTICIPATION - MBE firms and sub-contractors must be certified with the State of Florida, the Florida Department of Transportation, the City of Tallahassee, or Leon County to qualify for MBE participation credit.

M/WBE Participation Level		Points
_____	The Respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 11% by certified MBE or WBE firms/individuals and will meet or exceed both aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	10
_____	The Respondent certifies that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	8
_____	The Respondent certifies that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) and has identified in the MWBE participation plan the MBE and WBE firm(s) that it intends to use.	6
_____	The Respondent has MBE and WBE participation of at least 20%, but less than 50% of both aspirational targets and has identified in the MWBE participation plan the MBE and WBE firm(s) it intends to use.	4

The vendor acknowledges the Leon County MWSBE policy and the provisions specified for this RFP. If applicable, vendor certifies that the above list of minority vendors and the respective contract amounts and percentages of the total bid are accurate. In witness, hereof, the vendor has hereunto set his signature and affixed his seal this _____ day of _____ A.D., 20___.

Signed: _____ Title: _____

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APPENDIX F

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

Address: _____

_____

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APPENDIX G

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this 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) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

8 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

(3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

Address

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LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a Local Business. For purposes of this section, "local business" shall mean a business which:

a) Has had a fixed office or distribution point located in and having a street address within Leon County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
b) Holds any business license required by the County, and, if applicable, the City of Tallahassee (please attach copies); and
c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in Leon County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Leon County.

Please complete the following in support of the self-certification. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	Phone:
Current Local Address:	Fax:
If the above address has been for less than six months, please provide the prior address. Length of time at this address	
Number of Employees and hours worked per week by each:	
Name and Address of Owner(s) who reside in Leon County and who in total own at least 50% or more of the business. Attach additional sheets as necessary.	Percentage of Ownership
1.	
2.	

_____ Signature of Authorized Representative

_____ Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____day of_____, 20___.
By _____, of _____,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
a _____ corporation, on behalf of the corporation. He/she is personally
(State or place of incorporation)
known to me or has produced _____as identification.
(type of identification)

_____
Signature of Notary

_____
Print, Type or Stamp Name of Notary

_____
Title or Rank

_____
Serial Number, If Any

Return Completed form with supporting documents to:

Leon County Purchasing Division
2284 Miccosukee Road
Tallahassee, Florida 32308

Mr. Keith Roberts
Purchasing Director
2284 Miccosukee Road
Tallahassee, Florida 32308

RE: Notification of Interest

Dear Mr. Roberts:

Our firm is interested in submitting a proposal to audit three years of Leon County financial statements, commencing with the fiscal year ending September 30, 2007, with the County's option to renew twice for two subsequent years, as set forth in the request for proposals.

Yours very truly,