



**WEST FLORIDA REGIONAL PLANNING COUNCIL
PENSACOLA, FLORIDA**

REQUEST FOR PROPOSAL

For the fiscal year ending September 30, 2010, with possible two (2) additional (2) year renewals.

The West Florida Regional Planning Council (WFRPC) invites proposals from firms of certified public accountants, in accordance with the provisions of the Florida Statutes, to conduct an examination and to render an opinion on the annual financial statements of the Council. One original (hard copy and electronic) along with five copies of each proposal shall be submitted to:

Dawn Schwartz
Director of Finance
P.O. Box 11399
Pensacola, Florida 32524
Email: dawn.schwartz@wfrpc.org

The deadline for submission of proposals is 4:00 PM, **Friday, August 13, 2010**, at which time no further proposals will be considered. This RFP can also be viewed on WFRPC's web site: www.wfrpc.org under "Proposals."

All questions and correspondence should be directed to:

Dawn Schwartz
Director of Finance
P.O. Box 11399
Pensacola, Florida 32524
Telephone: (850) 332-7976 x 202
Fax: (850) 637-1923
Email: dawn.schwartz@wfrpc.org

WEST FLORIDA REGIONAL PLANNING COUNCIL

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL AUDITING SERVICES

(July 8, 2010)

WEST FLORIDA REGIONAL PLANNING COUNCIL

REQUEST FOR PROPOSALS

TABLE OF CONTENTS

- I. INTRODUCTION
 - A. General Information
 - B. Term of Engagement

- II. NATURE OF SERVICES REQUIRED
 - A. General
 - B. Scope of Work to be Performed
 - C. Auditing Standards to be Followed
 - D. Reports to be Issued
 - E. Special Considerations
 - F. Implied Requirements
 - G. Working Paper Retention and Access to Working Papers

- III. DESCRIPTION OF WFRPC
 - A. Contact Information
 - B. Background Information
 - C. Budgetary Basis of Accounting
 - D. Pension Plans
 - E. Computer Systems
 - F. Availability of Prior Audit Reports

- IV. TIME REQUIREMENTS
 - A. Proposal Calendar
 - B. Date Audit May Commence
 - C. Schedule for the 2009-2010 Fiscal Year Audit
 - D. Date Final Report is Due

- V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION
 - A. Support Assistance

- B. Electronic Data Processing Assistance
- C. Statements and Schedules to be prepared by WFRPC
- D. Work Area, Telephones, Photocopying, and Fax Machines
- E. Report Preparation

VI. PROPOSAL REQUIREMENTS

- A. General Requirements
- B. Technical Proposal
- C. Sealed Dollar Cost Bid

VII. EVALUATION PROCEDURES

- A. Audit Committee
- B. Review of Proposals
- C. Evaluation Criteria
- D. Oral Presentations
- E. Final Selection
- F. Right to Reject Proposals

APPENDICES

- A. Proposer Guarantees
- B. Proposer Warranties
- C. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price

WEST FLORIDA REGIONAL PLANNING COUNCIL

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The West Florida Regional Planning Council (WFRPC) is a quasi governmental agency formed and operating under the provisions of Chapter 186, of the Florida Statutes. It was organized in 1964 and is the official regional planning organization for seven counties including Escambia, Santa Rosa, Bay, Holmes, Okaloosa, Walton and Washington.

The West Florida Regional Planning Council (WFRPC) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2010, with the option of auditing its financial statements for two (2) additional two (2) year renewals. These audits are to be performed in accordance with generally accepting auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards (Yellow Book), the provisions of the Federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments and Non-Profit Organizations and the provisions of the Florida Statutes concerning the State Single Audit Act. In addition, WFRPC is requesting a copy of the latest results of the bidder's external quality control review.

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

Proposals submitted will be evaluated by WFRPC's Audit Committee, appointed by the Council. Appointment of the Independent Auditor will be made by Council Members based on the recommendation of the Audit Committee.

During the evaluation process, the Audit Committee reserves the right, where it may serve WFRPC's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of WFRPC or the Audit Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

WFRPC reserves the right to retain all proposals submitted to use any ideas 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 WFRPC and the firm selected.

B. Term of Engagement

A one-year contract is contemplated, subject to an annual performance review with the option of two (2) additional two (2) year renewal terms.

II. NATURE OF SERVICES RENDERED

A. General

WFRPC is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2010, with the option to renew for two (2) additional two (2) year renewals. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

WFRPC desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (2003), the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments and Non-Profit Organizations and the provisions of the Florida Statutes concerning the State Single Audit Act.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue all reports as are appropriate and required by generally accepting auditing standards, the standards set forth for financial in the U.S. General Accounting Office's Government Auditing Standards (2003), the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of States, Local Governments and Non-Profit Organizations and the provisions of the Florida Statutes concerning the State Single Audit Act.

In the required reports 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. Reportable conditions that are also material weakness shall be identified as such in the report.

The audit firm shall issue a separate management letter that includes recommendations for improvement in internal control that are considered to be non-reportable conditions.

The reports on compliance shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the reports on compliance.

Reporting to the Council Members. Auditors shall ensure that WFRPC's Council Members are informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Difficulties encountered in performing the audit.

E. Special Considerations

1. It is expected that the auditors will provide guidance and/or assistance to WFRPC to continue to meet the requirements of GASB Statement 34.
2. It is expected that the auditors will provide guidance and /or assistance to WFRPC in regards to the schedule of expenditures of federal awards and state financial assistance and related auditor's reports.

F. Implied Requirements

All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described by the auditor shall be included in the Scope of Services.

G. 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 (5) years after the issue date of the audit, unless the firm is notified in writing by WFRPC of the need to extend the retention period. The auditor will be required to make working papers available upon request.

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 WFRPC

A. Contact Information

The auditor’s principal contact with WFRPC will be Dawn Schwartz, Director of Finance, or a designated representative, who will coordinate the assistance to be provided by WFRPC to the auditor.

B. Background Information

The West Florida Regional Planning Council (WFRPC) is a quasi governmental agency formed and operating under the provisions of Chapter 186, of the Florida Statutes. It was organized in 1964 and is the official regional planning organization for seven counties including Escambia, Santa Rosa, Bay, Holmes, Okaloosa, Walton and Washington. The fiscal year begins on October 1 and ends on September 30. WFRPC receives membership dues from member local governments as well as state, federal and local funding to conduct comprehensive planning and transportation planning for the region. The WFRPC serves as staff to three transportation planning organizations.

More detailed information on WFRPC and its finances can be found in the Annual Report posted on WFRPC’s website, www.wfrpc.org.

C. Budgetary Basis of Accounting

WFRPC prepares its budgets on an accrual basis.

D. Pension Plans

WFRPC participates or offers the following pension plans:

<u>Type</u>	<u>Employees Covered</u>
Florida Retirement System	All eligible employees participate
457 Contribution Plan	Participating employees (elective) (No employer contributions)

E. Computer Systems

WFRPC uses proprietary Sage MIP Fund Accounting software as its general accounting system, which includes integrated general ledger, payables, and receivables.

F. Availability of Prior Audit Reports

Interested firms who wish to review prior years' audit reports and management letters should contact Dawn Schwartz via email at dawn.schwartz@wfrpc.org.

IV. TIME REQUIREMENTS

A. Proposal Calendar

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

Submission of Proposals by 4:00 P.M.	08/13/10
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B. Date Audit May Commence

WFRPC will have all records ready for audit by January 10, 2011. Management personnel will be available to meet with the firm's personnel as of October 30, 2010.

C. Schedule for the 2009-2010 Fiscal Year Audit

A similar time schedule will be developed for audits of future fiscal years if WFRPC exercises its option for additional audits. The auditor shall provide the WFRPC by October 15, 2010 a detailed audit plan and a list of schedules to be prepared by WFRPC.

D. Date Final Report is Due

WFRPC shall prepare draft financial statements, notes and all required supplementary schedules and statistical data by January 10, 2011. The auditor shall provide all recommendations, revisions, and suggestions for improvement and a draft of the auditor's report in addition to a trial balance and adjusting journal entries to the Director of Finance by March 1, 2011.

The Director of Finance will complete their review of the draft report as expeditiously as possible. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit report. Once all issues for discussion are resolved, the final signed report shall be delivered to the Executive Director. It is anticipated that this process will be completed and the final report delivered by March 9, 2011 or earlier if possible.

The final report (a hard copy and electronic) along with twenty five (25) copies should be delivered to the Executive Director, 4081 E. Olive Rd, Suite A, Pensacola, FL 32514.

The Independent Auditor will be required to formally present the financial report and the auditor's opinion to the WFRPC Council Members in Mid March.

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

A. Support Assistance

Dawn Schwartz, Director of Finance, and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor. Clerical support will be made available to the auditor for the preparation of confirmation letters and memoranda.

B. Electronic Data Processing Assistance

WFRPC Staff will be available to provide systems documentation and explanations. The auditor will be provided computer time and the use of the WFRPC's computer hardware and software for inquiry.

C. Statements and Schedules to be prepared by WFRPC

The financial administrator will prepare all required statements and schedules for the auditor.

D. Work Area, Telephones, Photocopying, and Fax Machines

WFRPC will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to a telephone line, photocopying facilities and a fax machine.

E. Report Preparation

Report printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

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

Dawn Schwartz (RFP#093010)
Director of Finance
P.O. Box 11399
Pensacola, FL 32524-1399
Telephone: (850) 332-7976 x.202

Fax: (850) 637-1923
Email: dawn.schwartz@wfrpc.org

2. Submission of Proposals

The following material is required to be received by 4:00 P.M. on August 13, 2010 for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical Proposal and five (5) copies to include the following:
 - 1) A title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.
 - 2) A table of contents.
 - 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 it to be best qualified to perform the engagement and a statement that the proposal is firm and an irrevocable offer for 90 days.
- b. The proposer shall submit an original and five (5) copies of a dollar cost bid in a separate sealed envelope marked as follows:

SEALED DOLLAR COST BID PROPOSAL
FOR THE
WEST FLORIDA REGIONAL PLANNING COUNCIL
FOR
PROFESSIONAL AUDITING SERVICES
FISCAL YEAR 2009-2010

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 WFRPC 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 TECHNICAL PROPOSAL DOCUMENT.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should provide 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, items Nos. 2 through 6, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of WFRPC as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (2003).

3. License to Practice in Florida

An affirmative statement should be included that the firm and/or its partners are properly licensed to practice in Florida and all supervisory staff are licensed or qualified to be licensed to practice in Florida.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement of whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Florida. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Other audit personnel may be changed at the discretion of the proposed provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities (including WFRPC)

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 3) performed in the last five (5) years that are similar to the engagement described in this request for proposal. This must include one engagement with a government entity that has implemented the requirements of Governmental Accounting Standards Board Statement 34. This must also include at least one report which has been awarded the GFOA Certificate of Achievement in Financial Reporting within the last two years.

These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

3. Sealed Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

2. Out-of-pocket Expenses in the Total All-Inclusive Maximum Price

All out-of-pocket expenses should be included on Appendix D.

3. Rates for Additional Professional Services

If it should become necessary for WFRPC to request the auditor to render any additional services to either supplement the services requested in this RFP 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 WFRPC and the firm. Any such additional work agreed to between WFRPC and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost bid.

4. Manner of Payment

Full fee to be paid upon completion of the audit.

VII. EVALUATION PROCEDURES

A. Audit Committee

Proposals submitted will be evaluated by the WFRPC Audit Committee selected by the WFRPC Council.

B. Review of Proposals

The Audit Committee will use a point formula during the review process to score proposals. The WFRPC Audit Committee will convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed dollar cost bid will be opened and additional points will be added to the technical score based on the price bid.

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

C. Evaluation Criteria

Proposals will be evaluated using three (3) sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Florida.

- b. The firm has no conflict of interest with regard to any other work performed by the firm for WFRPC.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
- e. The firm shall commit to the deadlines set forth by WFRPC.

2. Technical Qualifications

- a. Expertise and Experience
 - 1) The firm's past experience and performance on comparable government engagements.
 - 2) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
 - 3) Experience with the preparation of federal and state financial assistance and reports required for submission.
 - 4) Information Technology Ability
- b. Audit Approach
 - 1) Adequacy of proposed staffing plan for various segments of the engagement.
 - 2) Adequacy of sampling techniques.
 - 3) Adequacy of analytical procedures.

3. Price

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

D. Oral Presentations

During the evaluation process, the Audit Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The Executive Committee will select a firm based upon the recommendation of the Audit Committee. It is anticipated that a firm will be selected by September 30, 2010.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between WFRPC and the firm selected.

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

APPENDICES

- A. Proposer Guarantees
- B. Proposer Warranties
- C. Format for Schedule of Professional Fees and Expenses to Support the Total All-Inclusive Maximum Price to be included with the Sealed Dollar Bid Cost Proposal

APPENDIX A

PROPOSER GUARANTEES

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

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Florida laws with respect to foreign (non-state of Florida) corporations.

- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of WFRPC.

- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
FOR THE AUDIT OF THE 2009-2010 FINANCIAL STATEMENTS**

	Standard Hourly		Quoted Hourly	
	<u>Hours</u>	<u>Rates</u>	<u>Rates</u>	<u>Total</u>
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Subtotal				_____
Total for services as described in Section II, E of the RFP				_____
Total All-Inclusive Maximum Price for FY 2009-2010 Audit (including out-of-pocket expenses)				_____

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

Proposals for the subsequent two years (if applicable) should include a method for adjusting the FY 2009-2010 audit fee.