

PERFORMING ARTS CENTER AUTHORITY

REQUEST FOR PROPOSALS FOR INDEPENDENT AUDITING SERVICES

Performing Arts Center Authority
201 SW Fifth Avenue
Fort Lauderdale, Florida 33312

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Part I GENERAL INFORMATION

I.1. Introduction

The Performing Arts Center Authority (PACA), an independent special district of the State of Florida, pursuant to Chapter 2005-335, Laws of Florida, with its offices at Broward Center for the Performing Arts, 201 SW Fifth Avenue, Fort Lauderdale, Florida, 33312, is requesting proposals from qualified firms of certified public accountants to provide auditing services as described in this RFP for a minimum of the five fiscal years ending September 30, 2016 through September 30, 2020.

I.2 Questions/Inquiries

Questions for additional information or clarification may be submitted by email to tweeks@browardcenter.org and must be received no later than the date and time stated in Section I.5, below. All questions should contain the words "Questions Audit RFP" in the subject line of the email. Written responses to all questions will be emailed to all entities that have requested a copy of the RFP, in accordance with the conditions of the RFP.

I.3 Submission of Proposals

Proposals in electronic PDF format only are to be submitted to and received at tweeks@browardcenter.org no later than **March 4, 2016 at 3:00PM Eastern Time**. All proposals shall be submitted as required by the RFP and shall be properly executed by an authorized contractual representative in the name of and by the person, firm, or corporation submitting the proposal. All proposals submitted must contain the words "Audit RFP" in the subject line of the email. Note that there is an email file limit of no more than 10MB per email.

I.4 Acceptance of Proposals

Proposals will be logged as received up until the March 4, 2016 3:00PM Eastern Time deadline. All proposals are subject to the conditions specified herein.

PACA reserves the right to waive any minor irregularities or technicalities in any proposals received, to cancel any request or reject any and all proposals in whole or in part, with or without cause, to solicit new proposals or to accept the proposals which, in its sole judgment, will be in the best interest of PACA. The provisions of this Section may be exercised by PACA through its Board or President/CEO.

I.5 Schedule of Events (all dates are subject to change at PACA's sole discretion)

Issuance of RFP	February 12, 2016
Last date to submit written questions and requested clarifications	February 19, 2016
Written responses to all questions	February 26, 2016
Proposals due by 3:00 PM Eastern Time	March 4, 2016
Anticipated evaluation of proposals completed	March 25, 2016
Anticipated selection of most qualified proposal	March 25, 2016
Contract negotiated and executed by Auditor (on or about)	March 31, 2016
Contract approved and fully executed (on or about)	June 8, 2016

1.6 Term of Contract Award

This minimum five year award covers the reports outlined for the fiscal years ending on September 30, 2016, September 30, 2017, September 30, 2018, September 30, 2019, and September 30, 2020. In addition, the successful Proposer may be engaged for additional years, subject to a satisfactory negotiation of fees and determination of the scope of work to be performed during the extended period, and provided the parties reach agreement.

PACA anticipates that the initial term of this contract shall be from the effective date until February 28, 2021.

Part 2 TECHNICAL REQUIREMENTS

Auditing services sought by this RFP may include, but shall not be limited to:

1. Performance in accordance with Generally Accepted Auditing Standards accepted in the United States of America, Government Auditing Standards, issued by the Comptroller of the United States, Chapter 10.550 Rules of the Auditor General of the State of Florida and where appropriate, the Florida Single Audit Act, the Single Audit Act of 1984, as amended, if applicable, and the Office of Management and Budget Circular A-133, as amended, if applicable.
2. The audit report shall contain comments on improvements that can be made to efficiency of operations.
3. The audit report shall contain a written statement of explanation or rebuttal concerning all of the findings, including therein corrective action to be taken to preclude a reoccurrence of any adverse findings.
4. The successful proposer may be required to appear before PACA's audit committee and PACA's board to make oral presentations of the completed reports.

Part 3 SCOPE OF SERVICE

3.1 Audit Preparation and Assistance provided by PACA

PACA will provide the following preparation and assistance:

1. Preparation of all requested confirmations and lead schedules.
2. Assistance in providing all supporting documentation as requested.
3. Year-end closing of the books and all adjusting journal entries.
4. Preparation of schedules and related materials as requested by the firm.
5. Preparation of all financial statements including related notes and required supplemental financial information.
6. Preparation of the annual government financial report submitted to the Florida Department of Financial Services.

3.2 Auditing Services Required of Proposer

If the word "annual" or "annually" is used, it shall mean one full fiscal year commencing October 1 and ending September 30 of the following year. At a minimum, auditing services sought by this RFP shall include, but shall not be limited to:

1. An examination of the financial statements of the Performing Arts Center Authority for the fiscal years ending September 30, 2016, September 30, 2017, September 30, 2018, September 30, 2019, and September 30, 2020.
2. An examination of the financial statements of the Performing Arts Center Authority in accordance with auditing standards generally accepted in the United States of America and the standards applicable to governmental financial audits issued by the Comptroller General of the United States.
3. An examination for the purpose of expressing its opinion on whether the financial statements present fairly, in all material respects, the respective financial position of PACA's activities for each of its fiscal years covered by this RFP, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.
4. Management letter required by chapter 10.550 rules of the Auditor General of the State of Florida
5. Independent Accountants' report on compliance with the requirements of Section 218.415 Florida statutes in accordance with chapter 10.550, rules of the Auditor General of the state of Florida
6. As a part of its examination, the Proposer must obtain a sufficient understanding of the entity and its environment, including its internal control, to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing, and extent of further audit procedures.
7. Independent Auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards. The establishment and maintenance of internal control is an important responsibility of management. Appropriate supervisory review procedures are necessary to provide reasonable assurance that adopted policies and prescribed procedures are adhered to and to identify errors and irregularities or illegal acts. As part of the Proposer's review of internal controls, the Proposer will inform management of weaknesses that it believes should be corrected, and recommendations in this respect.
8. Annually, PACA will require a special report of "Show Revenues and Show Expenses" activity provided by PACA to its discretely presented component unit. A copy of the most recent report is included with the RFP packet.
9. PACA may require special audits and reports of capital expenditures which PACA may incur against capital projects funded by Broward County, City of Fort Lauderdale, School Board of Broward County, and/or other governmental funding sources. The Proposer's cost for services provided through this RFP should include the provision for up to three (3) of such special audits and reports, annually.
10. The Proposer shall provide at least 25 hard copies of its audit report on the financial statements each year and deliver those copies to PACA on or before February 1, 2017, February 1, 2018, February 1, 2019, February 1, 2020, and February 1, 2021.
11. Individual capital grant audits and reports are included and will be performed under the scope of this RFP, as required.

12. Audit must be performed in accordance with Chapter 10.550 Rules of the Auditor General of the State of Florida

Part 4 REQUIRED PROPOSAL DOCUMENTATION

4.1 Economy of Presentation

The proposal shall be prepared simply and economically, providing straightforward, concise delineation of Proposer's capabilities to satisfy the requirements of this RFP. Color displays and promotional materials are not required. Emphasis on each proposal must be on completeness and clarity of content. To expedite the evaluation of proposals, it is essential that Proposers follow the format and instructions contained herein. PACA is not responsible for any expenses which the proposer or interested parties may incur in preparing and submitting proposals for this RFP. No documents will be returned to the Proposer. PACA is a public entity and is subject to Florida's public records laws.

4.2 Proposal Format Required

Proposals in response to this RFP must provide the following information and comply with the following format in order to be considered responsive:

1. Submit one (1) electronic version in a file size no larger than 10MB. The proposal shall contain the signature of the individual authorized by your organization to sign proposals and therefore legally bind the organization.
2. The response shall include the information and required submittals described in the PROPOSAL CONTENT, Section 4.3 and numbered, with all information appearing behind the appropriate section divider.
3. Responses to questions and requests for information may not be rearranged, regrouped, or divided in any way.
4. All information and required submittals requested shall be in electronic PDF form. Proposals shall not refer to other electronic media such as a website, compact disks, or tapes in order to provide the required information or submittals.
5. Information submitted that is not requested may be considered to be supplemental, and not subject to evaluation by the evaluation team.

4.3 Proposal Content

The proposal shall consist of the following in the same order:

1. A transmittal letter in the form of a standard business letter on company letterhead, signed by an individual authorized to legally bind the proposer.
2. **Section 1:** A completed and signed Proposer's Information Coversheet (Appendix A). These documents must be signed by an individual (contact name and title of the individual) responsible for the organization's proposal and authorized to negotiate for your organization during this RFP process, including legally binding signature authority.

3. **Section 2:** A one or two page executive summary of your proposal, including a brief description of your organization.
4. **Section 3: Corporate Qualifications.**
 - a. The proposer must provide a statement that it is licensed to practice in the State of Florida.
 - b. The proposer must provide an affirmative statement that it is independent of PACA, as defined by generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States.
 - c. The proposer shall provide a description of the proposer's qualifications and prior experience performing tasks similar to those required in this RFP. The proposal shall include a description of the proposer's background and relevant experience that qualifies the proposer to provide the services required by this RFP. The proposer shall document how long it has been providing similar services and details of the proposer's experience relevant to the services required by this RFP. Experience with public entities in the State of Florida should be detailed.
 - d. The proposer shall describe its size and structure, including the size of the governmental audit staff, personnel resources, methods of operation and location of the office from which the work on this project is to be performed and its commitment to staff continuity.
 - e. The proposer shall describe its expertise in units of local governmental auditing and comment on your participation in professional associations.
 - f. The proposer shall provide a copy of the most recent American Institute of Certified Public Accountants ("AICPA") Quality Review, if applicable, with a statement whether that quality control review included a review of specific unit of local government projects.
 - g. The proposer shall provide a summary of the results of any federal or state desk reviews or field reviews of audits during the past three (3) years.
 - h. The proposer shall provide information on the circumstances and status of any disciplinary action taken or pending against it, or any of its owners, partners, or key management personnel during the past three (3) years with the State of Florida regulatory bodies or professional organizations.
5. **Section 4: Management Plan/Audit Approach.**
 - a. Provide a description of the proposer's understanding of the audited entity (PACA) and the services required in the RFP.
 - b. Provide a description of the proposer's approach to the audit.
 - c. Provide a description of how the proposer will develop audit plans and the areas you think will require special attention.
 - d. Provide a description of the proposer's expertise in utilizing technology as an audit tool and how it will be utilized.
 - e. Provide a description of the proposer's approach in preparing management letters.
6. **Section 5: Personnel Qualifications.**
 - a. Identify the personnel to be assigned to PACA's audit engagement and provide a resume describing their roles and experience for each of the staff to be assigned to the audit engagement. Resumes should not be longer than one page per personnel assigned to the audit engagement. **NOTE: No partner or manager assigned to the audit may be substituted without the prior, written consent of PACA's Board or President/CEO.**

- ## 7. Section 6: References.

5.1 Overview

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5.2 Proposal Evaluation Criteria

The Proposal Evaluation Criteria and points available are as follows:

Criteria	Maximum Points
Corporate or Entity Qualifications	20 Points
Management Plan and Audit Approach	20 Points
Professional Staff and Experience	20 Points
References	10 Points
Cost to perform services for the five fiscal years	30 Points
Maximum Total Points	100 Points

5.3 Evaluation of Proposal

Proposals will be eligible for a maximum of 100 points distributed among the above areas (1-5) as shown. The highest ranked Proposer will be submitted for approval to begin negotiations of a contract, as stated in Section 5.1, above.

5.4 Selection of Successful Proposer and Contract Award

The award shall be made to the responsive and responsible Proposer whose written proposal is determined to be the most advantageous to PACA, as determined by the Evaluation Team in its sole discretion, taking into account all evaluation factors set forth in this RFP, subject to PACA and such Proposer's ability to agree and enter into a contract. Contract negotiations shall be held with the Proposer to arrive at a final agreement incorporating the terms of this RFP, any addenda, and the successful Proposer's response to this RFP. If, however, the parties do not come to an agreement, PACA may then begin negotiations with the next highest ranked Proposer or cancel and/or reissue the RFP, in PACA's sole discretion.

APPENDIX A
Proposer Information Coversheet
REQUEST FOR PROPOSALS
FOR
INDEPENDENT AUDITING SERVICES

Performing Arts Center Authority
201 SW Fifth Avenue
Fort Lauderdale, Florida 33312

Name of Proposer _____

Address _____

City _____ State _____ Zip Code _____

Name of Authorized Officer _____

Signature of Authorized Officer _____

Federal Employer Identification Number _____ Date _____

Telephone Number _____

Email Address _____

APPENDIX B

Reference Sheet

1. **Proposer's Name:** _____
2. **List of Local Government Entity Audit Clients and Types of Services Provided and Number of Years Engaged** (add additional sheets, as necessary):

3. **List three (3) client references with contact information:**

APPENDIX C

Schedule of Professional Fees and Expenses

	Estimated Hours	Year				
		Year 1	Year 2	Year 3	Year 4	Year 5
		Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Partners		\$	\$	\$	\$	\$
Managers		\$	\$	\$	\$	\$
Supervisory Staff		\$	\$	\$	\$	\$
Staff		\$	\$	\$	\$	\$
Other (specify)		\$	\$	\$	\$	\$
(a) TOTAL PROFESSIONAL FEES		\$	\$	\$	\$	\$
Out-of-Pocket Expenses:		\$	\$	\$	\$	\$
Other Expenses:		\$	\$	\$	\$	\$
(b) TOTAL EXPENSES		\$	\$	\$	\$	\$
(c) TOTAL NOT TO EXCEED (a+b)		\$	\$	\$	\$	\$

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

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared _____, who, being by me first duly sworn, made the following statements:

1. The business address of _____
(name of bidder or contractor)
is _____
2. My relationship to _____
(name of bidder or contractor)
is _____
(relationship such as sole proprietor, partner, president, vice president, etc.)
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the statute to mean 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, nonjury trial, or entry of a plea of guilty or nolo contendere.
5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) 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, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

Signature/Date (undersigned authority)

Sworn to and subscribed before me in the state of _____ and county of _____
on the _____ day of _____, 20_____.

Notary Public

(affix seal)

My commission expires