



Juvenile Welfare Board

Investing in children. Strengthening our community.

AUDIT SERVICES RFP

**PRE-PROPOSAL
CONFERENCE**

Agenda

- Objective of RFP
- Current Environment
- Minimum Qualifications
- Scope of Work
- RFP Timeline
- Proposal Submission and Format
- Contract Terms and Conditions
- Evaluation Criteria and Process
- Award and Contract
- Questions

Objective

Seeking Proposals from qualified firms of Certified Public Accountants duly licensed under chapter 473 to audit the financial statements of the Juvenile Welfare Board of Pinellas County, Florida beginning with the fiscal year ending September 30, 2021. These audits are to be performed in accordance with U. S. Generally Accepted Auditing Standards (GAAS) and the *Government Auditing Standards* set forth for financial audits by the Comptroller General of the United States.

Current Environment

- JWB is governed by an 11-member Board
- JWB's fiscal year is October 1 - September 30.
- JWB employs 63 full-time employees.
- All JWB employees participate in the Florida Statement Retirement Systems ("FRS").
- JWB prepares its budget on a basis consistent with GAAP for the General Fund.
- The FY 21 budget is \$113.7M with \$6.6M of that amount for employees' salaries and benefits.

Current Environment

- JWB's general ledger accounting, fixed assets, and cash receipts are fully automated.
- The accounting software system is Great Plains, a Microsoft product. Great Plains is housed on a JWB server.
- JWB is implementing a new system, Finance Pro, which is housed in the cloud. It is anticipated that the new system will be operational early this year.
- Payroll is processed through a third-party vendor, Paycor.

Current Environment

- JWB uses the modified accrual basis of accounting for its Governmental Fund and Special Revenue Fund.
- Pinellas Core Management Services (PCMS) is a legally separate not-for-profit entity; however, it meets the criteria of a blended component unit with JWB, and is accounted for in the Special Revenue Fund.

Current Environment

FY20 Audit approved at March 11, 2021 Board meeting

- Unmodified opinion
- Received Certificate of Achievement in Excellence for Financial Reporting
- No management letter comments
- No journal entries
- One passed adjustment
- Prepared PCMS 990 (separate engagement)

The FY20 Audit is available on JWB's website on the following page:

<https://www.jwbpinellas.org/about/budget/>

Current Environment

Last 5 Years Fees

Fiscal Year	Audit Fee	Additional Fees (1)	PCMS 990
FY 20	\$ 62,000.00	\$ 2,000.00	\$ 2,500.00
FY 19	\$ 61,000.00	\$ 5,000.00	\$ 2,500.00
FY 18	\$ 60,000.00	\$ -	\$ 2,500.00
FY 17	\$ 59,000.00	\$ -	\$ 2,450.00
FY 16	\$ 59,000.00	\$ -	\$ 2,400.00

(1) Additional procedures and reviews for full Comprehensive Annual Financial Report presentation

Minimum Qualifications

Firm **MUST**:

1. Be licensed to perform audits in the State of Florida and have performed continuous Certified Public Accountant services for a minimum of 5 years.
2. Be a member of the AICPA and FICPA.
3. Meet the standards for financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States (the yellow book) and Laws and Rules of Florida Board of Accounting Chapter 455 and 475, F.S. Chapter 21 AFAC.
4. Have demonstrated experience with auditing governmental entities.
5. Have had a peer review completed every three years and have a review rating of pass which includes a statement whether that quality control review included a review of specific government engagements.

Minimum Qualifications

The Audit Team **MUST**:

1. The CPA in charge/senior of the audit has completed, within the immediately preceding 2 years, at least 24 hours of continuing professional education that directly relates to government auditing and that will enhance the professional proficiency of the auditor to perform audits or attestation engagements.
2. Have experience with governments that have received the Certificate of Achievement for Excellence in Financial Reporting and be familiar with the requirements of the Comprehensive Annual Financial Report checklist for General Purpose Governments as issued by GFOA for the Certificate of Achievement Program.

Scope of Work

1. Examinations:

- A. Examine JWB's financial statements beginning with the fiscal year ending September 30, 2021. The examination by the firm selected shall include, but not be limited to the following:
 - Financial Statement Audit
 - Single Audit, if applicable
 - Review of Internal Control
 - Management Letter
- B. Review the Comprehensive Annual Financial Report prepared by JWB Accounting staff and ensure that it has met the requirements of the GFOA Comprehensive General-Purpose Government checklist.
- C. Provide additional services at a standard hourly billing rate, if needed.

Scope of Work

2. Auditing Standard to be followed:

- The Florida Laws
- Generally Accepted Auditing Standards (GAAS) for Not-for-Profit or Governmental Organizations
- General Accounting Offices (GAO) *Government Auditing Standards* (GAS) and any amendments thereto issued by the Comptroller General of the United States.
- Rules of the Auditor General (Chapter 10.550, Local Government Entity Audits).
- Single Audit Act, if applicable
- U.S. Office of Management and Budget, Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations, if applicable
- Any other applicable federal, state, local regulations or professional guidance not specifically listed above as well as any additional requirements that may be adopted by these organizations in the future.

Scope of Work

3. Assistance to be provided to the Auditor and Report Preparation

- JWB Accounting Staff will be available during the audit to assist the firm by providing information, documentation, and explanation.
- JWB Accounting staff will also assist as follows:
 - Assist in preparing any schedules as requested by the auditor;
 - Prepare a draft Comprehensive Annual Financial Report;
 - Provide any documents as requested by the auditor;
 - Provide administrative support to the auditor for the preparation of any audit letters and memoranda;
 - Prepare confirmations;
 - Provide a workspace for the auditors during the course of the audit.

Scope of Work

4. Reports to be issued:

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

- a. An Independent Auditors Report on the Financial Statements that reports on the fair presentation of the financial statements in conformity with U. S. Generally Accepted Accounting Principles (GAAP) and *Government Auditing Standards*.
- b. Independent Auditors' 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*
- c. Independent Auditor Management Letter.
- d. Report of Independent Accountant on Compliance with Local Government Investment Policies.

Scope of Work

- e. Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with Circular A-133, if applicable.
- f. The auditor shall communicate in a letter to the Members of the Finance Committee and Members of the Board any required communications.
- g. The firm, specifically, the Partner and/or his designee involved on this work, shall make a presentation of the completed audit to the Finance Committee and a formal presentation at JWB's Board Meeting.
- h. JWB will prepare a draft Comprehensive Annual Financial Report for the fiscal year ended September 30th. The firm awarded shall provide recommendations, revisions, and suggestions for improvement to JWB staff as soon as possible thereafter.

Scope of Work

- i. The audit and all reports must be completed in accordance with the approved Audit Timeline.

Scope of Work

5. Working retention and access to working papers

- All working papers and reports must be retained at the auditor's expense, and made available upon request by JWB for no less than five years from the date of the audit report.
- 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.

Scope of Work

6. Audit Timeline

The schedule is estimated and may change slightly from year to year.

Item Description	Timeline
Interim Field Work	August
Fiscal year end	September 30
Books are closed and JWB begins work on PBC list	Beginning of November
Field work complete and Exit Conference	Mid-December
First draft of JWB financial statements is provided to the firm	Mid- December
Revised draft of JWB financial statements is provided to JWB	End of December
Comments provided by JWB regarding draft of financial statements	Beginning of January
JWB will provide second draft upon receipt of FRS pension information	Mid/End of January
Final financial statements provided to JWB	Beginning of February
Presentation of Annual Report to Finance Committee	End of February
Presentation of Annual Report to JWB Board	2 nd Thursday in March

RFP Timeline

- 03/12/21: RFP Released
- 03/24/21: Optional Pre-Proposal Conference
- 03/26/21: Deadline for Receipt of Questions
- 04/01/21: Written Responses to Questions Released
- 04/15/21: Proposal Submission Due Date **by noon**
- 05/17/21: Auditor Selection Committee Meeting
- 06/21/21*: Presentations by Top Proposers**
- 06/21/21: Auditor Selection Committee Ranking and Recommendations Meeting
- 07/08/21: Board Action to Award
- 07/12/21: Announce Intent to Award
- 08/01/21: Execute Agreements

**JWB has scheduled this date for interviews and is requesting Proposers to be available on this date.*

*** Pursuant to s.286.0113(2)(b)1. Florida Statutes, vendor oral presentations are exempt from public meeting and are not open to the public.*

Proposal Submission

➤ Proposals must:

- Be signed by the appropriate principal of the firm.
- Use the required format.
- Must be sent by email at rfp@jwbpinellas.org which must include “Audit Services RFP – [Proposer’s Name]” in the subject line, where [Proposer’s Name] represents the Proposer’s firm’s name.
- Received on or before **noon on April 15, 2021**. Late submissions will not be considered.

Proposal Submission Cont.

➤ Other Important Submission Information:

- The maximum email size JWB can receive is 10MB.
- If the submission email, including any attachments, is greater than 10MB, please send multiple separate emails which are less than the 10MB maximum.
- It is the responsibility of the Proposer to ensure that the Proposal is received by JWB on time at the right location. JWB will reply to confirm receipt of all Proposals.
- JWB is not responsible if technical difficulties are encountered during the submission process on submission due date.
- Ensure that you read and respond to all questions and requirements of the RFP.

Proposal Format

The following documents must be emailed to JWB as attachments with the naming and electronic file formats shown below:

1. Audit Services RFP – Proposal [Proposer’s Name].pdf

Format

- Signed Addenda, if issued
- Form 1 – Proposal Signature Form (signed)
- Form 2- Proposer’s Affidavit (signed)
- Table of Contents
- Narrative Response (maximum of 15 pages, not including allowable attachments)
 - attach Board of Accountancy license from the State of Florida
 - attach firm’s most recent peer review report
 - attach resumes for the partner, managers, supervisors, in charge/seniors, and staff to be assigned to the audit team.
- Form 3 -References
- Form 4 - Fees
- Form 5- Non-Collusion Affidavit (signed and notarized)
- Form 6 – Minimum Terms & Conditions Compliance Checklist
- Proposed Agreement/Engagement Letter
- Form 7 - IRS W-9

Contract Terms and Conditions

- Minimum terms and conditions are provided in Attachment 1.
- The minimum contractual terms and conditions provided in Attachment 1 must be included in any contract with the vendor selected by JWB.
- Proposer must attach Proposer's Agreement/Engagement letter, with JWB's minimum terms and conditions incorporated and all contradictory language removed.



Form 6-Minimum Terms and Conditions Checklist

FORM 6 – MINIMUM TERMS & CONDITIONS COMPLIANCE CHECKLIST

Proposers must accept all of the following minimum terms and conditions. Additionally, JWB objects to and shall not be bound by any additional or modified terms and conditions that are in conflict with the non-negotiable minimum terms and conditions listed below that are found in Attachment 1.

#	Title
1	Term
2	Documents
3	Staff
4	Services
5	Peer Review
6	Licenses
7	Payment
8	Rates for Additional Professional Services
9	Method of Payment
10	Termination
11	Agreement Revisions
12	Governing Law/Venue/Dispute Resolution
13	Waiver
14	Communications
15	Public Entity Crimes
16	Certification that Provider is legally able to contract with JWB
17	Assignments and Subcontracts
18	Confidential Information
19	Public Records
20	Return of Funds
21	Compliance with all applicable laws
22	Conflict of Interest
23	Insurance, Public Liability, Bodily Injury, and Property Damage
24	Indemnification
25	Compliance with Fla. Stat. § 448.095

The undersigned, as authorized Proposal responder, declares that all minimum terms and conditions are accepted.

SIGNATURE: _____ DATE: _____

PRINT NAME/TITLE: _____

Insurance

- Insurance requirements can be found in Attachment 1.
- Certificate of Insurance must be provided within 10 days of formal contract.

Round 1 Minimum Criteria

- The Proposal is received by **NOON on 04/15/2021.**
- The Proposal Signature Form is signed by an authorized firm officer.
- Proposer's Affidavit must be signed by an authorized company officer;
- Proposer must meet Minimum Requirements found in 2.3 and 2.5 of the RFP.

Round 2

Evaluation/Scoring

For those Proposals that pass the minimum criteria, the following criteria, with the points shown for each, will be used to further evaluate and score the Proposals:

<u>Evaluation Criteria</u>	<u>Weight</u>
Audit Approach	35%
Experience of Personnel	30%
Firm Qualifications	25%
<u>Reasonableness of Cost</u>	10%
Total Potential Points	100%

Round 3

Evaluation/Scoring

The top Proposals in the Round 2 Evaluation will then proceed to an additional level of due diligence that will include:

1. Presentation
2. Reference Check
3. Financial Resources

Round 3

Evaluation/Scoring

At the conclusion of the round three activities, the top Proposers will be evaluated against the following criteria with the total possible points shown for each, which will be combined with their Round 2 scores:

<u>Evaluation Criteria</u>	<u>Weight</u>
Presentation and Responses to Questions and Answers	10%
Audit Approach, Experience, and Commitment	5%
Reference Checks and Financial Resources	5%
<u>Estimated Hours and Fees</u>	<u>5%</u>
Total Potential Points	25%

Round 3

Evaluation/Scoring

The Auditor Selection Committee will rank and recommend to the Board in order of preference the firms based on the combined scoring results.

Award and Contract

- The Notice of Award will be posted on JWB's website on 7/12/2021 and emailed to all Proposers.
- It is anticipated that the agreement will remain valid for a period of three (3) years ("Initial Term") with an option of two (2), one (1) year renewals from date of issuance, unless terminated earlier in accordance with the agreement terms.

Information can be found on
our website

www.jwbpinellas.org

Any changes in meeting
date/time and written
responses to questions will be
posted on the website

Please direct all communication
concerning this solicitation to:

Lorrayne Hayes

lhayes@jwbpinellas.org

727-453-5654