

PASCO COUNTY MOSQUITO CONTROL DISTRICT

RFP 2526-001

AUDITOR

Submissions must be in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.

Be sure to include the name of the company submitting the proposal where requested.

Cut along the outer border and affix this label to your sealed envelope to identify it as a "Sealed Proposal".

**SEALED PROPOSAL
DO NOT OPEN**

SOLICITATION NO: **RFP 2526-001**

SOLICITATION TITLE:

AUDITOR

SUBMISSION DUE DATE/TIME:

Monday, December 22, 2025
9:00 AM EST

SUBMITTED BY:

(Name of Company)

DELIVER TO:

Pasco County Mosquito Control District
2308 Marathon Road
Odessa, FL 33556

RFP 2526-001

PASCO COUNTY MOSQUITO CONTROL DISTRICT

REQUEST FOR PROPOSALS

Notice is hereby given that the Pasco County Mosquito Control District (PCMCD), at 2308 Marathon Road, Odessa FL, 33556, will receive SEALED PROPOSALS for the following services:

AUDITOR

INTERESTED PERSONS may obtain specifications by calling the Pasco County Mosquito Control District Office at (727) 376-4568, email requests to jfreundt@pascomosquito.org or by download from the District website: www.pascomosquito.org.

SEALED PROPOSALS WILL BE RECEIVED up to 9:00 AM EST on Monday, December 22, 2025 and OPENED on Monday, December 22, 2025 at 10:00 AM EST at the PCMCD Office, 2308 Marathon Road, Odessa, FL 33556. The recommendation of ranked firms by the PCMCD's Auditor Selection Committee will be given to the PCMCD Board of Commissioners at the Regular Meeting to be held on Wednesday, January 21, 2026, at the PCMCD Office, 2308 Marathon Road, Odessa, FL 33556. Proposals must have the required label affixed to the face of the envelope. All firms are welcome to be present for the opening and the ranking of the proposals.

The PCMCD Board of Commissioners reserves the right to reject any and all proposals and/or to waive any and all irregularities in all proposals.

BY ORDER of the Pasco County Mosquito Control District.

11-24-2025



Matthew Abbott
Chairman

I. INTRODUCTION

The Pasco County Mosquito Control District (“PCMCD” or “District”) invites qualified audit firms to submit proposals and/or indicate their interest to provide independent audit services to the District, as more fully set forth in Section III below. The purpose of the audit is to express an opinion as to whether the District’s financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles; and to submit a management letter advising of the opportunities observed during the audit for economies and efficiencies in operations and improvements in the internal control structure, and compliance with laws, regulations and the provisions of contracts or agreements. The audit is to be conducted in accordance with generally accepted auditing standards; the standards for financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the Florida Rules of the Auditor General; and will include tests of accounting records, and determination of major programs; and other procedures necessary to enable the expression of an opinion.

II. RESPONSE PROCEDURES

A. Questions and Additional Information

All questions pertaining to the RFP process or requirements must be addressed in writing to Jose Freundt, Finance Director, and e-mailed to jfreundt@pascomosquito.org using “Question for RFP No. 2526-001 for Auditor” as the subject line. Questions must be submitted on or before the deadline listed below. The District will not answer questions submitted in any other manner or questions submitted after the deadline.

Respondents to this solicitation or persons acting on their behalf may not contact any PCMCD employee or Board of Commissioners member concerning any aspect of this solicitation, except in writing as provided above. Violation of this provision may be grounds for rejecting a response.

B. Addenda

The PCMCD will post answers to questions and any revisions to this solicitation as written addenda on the PCMCD’s website at www.pascomosquito.org. The PCMCD may issue addenda on its own initiative or in response to questions to clarify, correct, supplement, or change the solicitation documents. Only responses set forth in an addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the solicitation documents unless set forth in an addendum that expressly modifies or supplements them. Respondents are responsible for reviewing the PCMCD’s website to ensure they are aware of the latest addenda, any changes to schedule, or other developments.

C. Submittal Instructions

Audit firms responding to the Request for Proposals (“RFP”) must submit one (1) sealed original and four (4) complete copies.

Proposals will be received until 9:00 AM EST on Monday, December 22, 2025. Any proposal received after the stated time and date will not be considered and will be returned unopened.

Proposals are to be sealed and delivered to:

Pasco County Mosquito Control District
2308 Marathon Road
Odessa, FL 33556

If sent via courier service, the proposal must be placed in a sealed envelope properly identified within the courier package. It is the firm’s responsibility to assure that its proposal is delivered to the PCMCD prior to the above deadline. The PCMCD will not be responsible for any lost or late arriving proposals sent via the U.S. Postal Service or other delivery services. Late submittals will not be opened or considered. All submittals shall remain in effect for a period of ninety (90) days after the submittal deadline. Firms shall be fully acquainted with the submission requirements required in this RFP. Failure of the firm to become acquainted with the conditions and the scope of services will in no way relieve the Respondent of any obligation with respect to its submittal.

D. Response Format

The response must address the services identified in Attachment A. In addition, the proposal must include the following information:

1. Introduction
2. Audit Firm Qualifications
 - a. An affirmative statement that the firm and all assigned key professional staff are properly licensed to practice as a certified public accountant in the State of Florida.
 - b. An affirmative statement that the firm is independent of PCMCD as defined by generally accepted auditing standards.
 - c. Experience of the firm with independent special districts and other local governments within the last five (5) years.
 - d. Indicate the size of the firm, the size of the firm’s governmental audit staff, and the location of the office from which the engagement is to be performed.

e. A copy of the report on the firm's most recent peer review, the letter of comments, and a statement as to whether any governmental engagements were included.

f. Indicate any disciplinary actions that have been instituted or proposed during the last three calendar years against the firm or any of the firm's professionals assigned to the audit.

g. Describe the results of any State or Federal reviews during the past three calendar years of the firm's governmental client audit work.

h. Willingness and ability to complete the audit within the time constraints, considering the firm's current and projected workload.

3. Technical Qualifications

a. Information describing personnel with training and experience appropriate to the nature of the audit. Include the following information:

i. Names and positions of each professional to be assigned to this audit, including number of years of special district audit experience.

ii. Estimated involvement in the audit expressed as a percentage of time of each staff member.

iii. Resumes of those assigned to this audit reflecting academic training and employment in applicable fields.

iv. Copies of professional licenses.

v. References, including contact names and phone numbers, for experience on similar audits.

b. List of significant engagements performed in the last five years (5) that are similar to the engagement described in the RFP.

c. Information describing how many audits performed by the firm were submitted to the State of Florida Auditor General after the statutory deadline, including the name of and contact information for the applicable local government(s).

d. References, including contact names and phone numbers.

4. Audit Approach Qualifications

a. Proposed segmentation of the engagement.

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

- c. Sample size and extent to which statistical sampling is to be used in the engagement.
 - d. Type and extent of analytical procedures to be used in the engagement.
 - e. Approach to be taken to gain and document an understanding of the internal control structure.
 - f. Approach to be taken in determining laws and regulations that will be subject to audit work.
 - g. Approach to be taken in drawing audit samples for purposes of tests of compliance.
5. Audit Fees
- a. Total all-inclusive maximum price shall be provided for four (4), one (1) year terms beginning with fiscal year ending September 30, 2025. The fee proposed for each year should be separately stated for each fiscal year.
 - b. A schedule of professional fees and expenses that supports the total all-inclusive maximum price. The schedule should be detailed by rate and hours for each level of staff (partner, specialist, supervisory, and staff).
 - c. Rates for additional professional services.
 - d. Progress payment requests will be made on the basis of hours of work completed during the course of the engagement and mutually agreed and approved by the Executive Director whose approval shall not unnecessarily be withheld.

E. Receipt and Opening of Responses

The Auditor Selection Committee will open the responses publicly on Monday, December 22, 2025 at 10:00 AM EST at the Pasco County Mosquito Control District, 2308 Marathon Road, Odessa, FL 33556. The recommendation of rankings of the Auditor Selection Committee will be given to the Board of Commissioners at the Regular Meeting to be held on Wednesday, January 21, 2026, at the Pasco County Mosquito Control District, 2308 Marathon Road, Odessa, FL 33556.

III. GENERAL INFORMATION

The PCMCD is an independent special taxing district established by Pasco County, Florida referendum in 1951. It operates pursuant to Chapter 2025-322, Laws of Florida, as amended, was created by special act of the Florida Legislature and is governed by a three member Board of Commissioners.

The District is a unit of local government engaged solely in mosquito control in Pasco County. The District’s stated business is defined in Section 388.0101, Florida Statutes, as “. . . maintain

such levels of arthropod control as will protect human health and safety and foster the quality of life of the people, promote the economic development of the state, and facilitate the enjoyment of its natural attractions by reducing the number of pestiferous and disease-carrying arthropods.” The District’s operations are conducted in Pasco County.

The total Operating Budget of the District as of September 30, 2025 was approximately \$12,894,000. In accordance with the District’s investment policy, the District invests funds to yield the highest returns within investment guidelines adopted by the District consistent with the guidelines established by Florida Statutes.

Section 218.391, Florida Statutes, requires each local governmental entity, which includes the District, to publicly announce requests for proposals for independent audit services; provide interested firms with a copy of the RFP; evaluate proposals received; rank and recommend in order of preference the most highly qualified responders; and proceed to negotiate an Audit Services Agreement.

The District is currently seeking proposals from qualified audit firms interested in providing independent audit services to the District for the District’s fiscal year ending September 30, 2025. It is expected that the audit will be presented to the Board of Commissioners in May of each year for the prior fiscal year, and timely filed with the Auditor General. The successful Respondent will be responsible for preparing the District’s independent audit, consistent with all generally accepted accounting principles and the requirements of Florida law governing public bodies.

Qualified and interested audit firms are requested to submit proposals to provide the services described in this RFP. The District expects its independent audit firm to be highly experienced, familiar with the laws placed upon governmental entities, to provide a comprehensive audit and management letter consistent with generally accepted accounting principles and Florida Law, and to have positive peer review.

IV. DISTRICT PROCESS

A. District Obligations

Compensation shall *not* be the sole or predominant consideration of the PCMCD. Rather, governmental auditing experience, ability to furnish the requested services, locality of the firm, and ability to meet District time frames are of utmost importance, although fees to be charged will be considered.

The District’s Auditor Selection Committee, shall meet and review all proposals received. The Auditor Selection Committee shall rank and recommend in order of preference the firms deemed most highly qualified.

Upon receipt of the Auditor Selection Committee recommendations, the Board of Commissioners shall review the Auditor Selection Committee recommendations, may, but are not obligated to, request oral presentations by the firms, and shall proceed to identify one of the firms and seek to negotiate an Audit Services Agreement with the highest ranked

qualified firm unless the Board of Commissioners states for the record why it elected to negotiate with a lesser ranked firm.

Once negotiations have been concluded, a written agreement will be prepared embodying all terms agreed upon, including services to be provided, professional fees, the term of the agreement, and conditions upon which it can be renewed or earlier terminated, and submitted to the Board of Commissioners for final approval.

B. Proposal Schedule

- (a) Issue RFP: December 1, 2025
- (b) Deadline to submit questions: December 12, 2025
- (c) Responses due: December 22, 2025
- (d) Auditor Selection Committee meeting to review proposals and rank responses: January 7, 2025
- (e) Oral presentations, if requested by Auditor Selection Committee: January 12, 2026
- (f) Selection of Auditor by the Board of Commissioners – January 21, 2026
- (g) Negotiation: January-February 2026
- (h) Approval of contract by the Board of Commissioners: February 12, 2026

C. Right of Rejection by District

Notwithstanding any other provisions of this RFP, the District reserves the right to award this contract to the audit firm that best meets the requirements of the RFP and is compliant with Florida Law. Further, the District reserves the right to reject any or all proposals prior to execution of the contract, and to waive any informalities or irregularities in any response, with no penalty to the District.

D. Evaluation Procedures

The proposals will be evaluated by the Auditor Selection Committee using the criteria listed below. Firms meeting the mandatory criteria will have their proposals evaluated and scored on technical qualifications, cost of services, and references. Cost will not be the sole factor in selection of an audit firm.

1. Mandatory Elements:
 - a. Cover letter with firm's interest.
 - b. The audit firm must be independent and licensed under Chapter 473, Florida Statutes, to practice in Florida.
 - c. The audit firm must submit a copy of its last external quality control review report and has a record of quality audit work.
 - d. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
 - e. The audit firm must adhere to the instructions in this Request for Proposal on preparing and submitting the proposal.
2. Technical Elements: (75 points)
 - a. Local government audit experience.

- b. Special district audit experience.
 - c. Qualifications of professional personnel to be assigned to the audit.
 - d. Size and organizational structure of the audit firm.
 - e. Demonstrated understanding of the PCMCD's audit requirements.
 - f. Audit approach.
3. Cost Elements: (5 points)
- a. Total all-inclusive price.
 - b. Rates for each level of staff and anticipated hours.
4. References: (20 points)
- References for each audit firm will be contacted and inquiries made regarding how the audit firms handle the following:

- a. Client relations.
- b. Demographic Location.
- c. Time management/meeting deadlines.
- d. Unanticipated audit issues.

Please note that proposals will be evaluated on content, not volume. Points will be deducted for not following instructions.

The Auditor Selection Committee will evaluate the proposals submitted and will rank the firms based on the above Evaluation Criteria. The committee members will individually award points to the various firms based on the aforementioned criteria and after a group discussion among committee members. The various firms will be assigned a ranking (ordinal score) in order of total points awarded by the individual committee members. The firm with the highest number of points awarded will receive an ordinal score of 1 and the firm with the second highest number of points will receive an ordinal score of 2, and so on.

5. All individual committee members will have their ordinal scores entered into a master spreadsheet along with the total points each firm received. The ordinal scores provided by each committee member for the various firms will be totaled and the total points each firm received will also be totaled, but separately. The firm with the lowest ordinal score received based on the cumulative total of the ordinal scores will be recommended as the desired audit firm. If there is a tie in the cumulative ordinal scores between firms then the tie will be broken based on which firm has the highest cumulative points. These rankings and the Auditor Selection Committee's recommendation of the highest ranked audit firm will be forwarded to the Board of Commissioners following the statutory selection process.

E. Contract Term

It is the intent to award a contract for an initial period of four (4) years, with the option to renew it for an additional four (4) year period. The decision to renew the contract will be at the sole discretion of the District.

F. Indemnification

The Respondent to whom a contract is awarded shall defend, indemnify and hold harmless the PCMCD as outlined below.

The firm covenants and agrees to indemnify, hold harmless and defend the Pasco County Mosquito Control District, its commissioners, officers, employees, agents, and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by the District, and any other losses, damages, and expenses of any kind, including attorney's fees, court costs and expenses, which arise out of, in connection with, or by reason of services provided by the firm or any of its subcontractors, occasioned by the negligence, errors, or other wrongful act or omission of the Respondent, its subcontractors, their officers, employees, servants, or agents.

The first ten dollars (\$10.00) of remuneration paid to the firm is consideration for the indemnification provided for above. The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this agreement.

G. Execution of Contract

The PCMCD intends to make an award to a firm that best meets the needs of the District. An agreement resulting from this process must be governed by the laws of the State of Florida, and must have venue established in Pasco County. The various proposals will be submitted to the Board of Commissioners for a final decision.

H. Insurance

The Respondent shall meet the following minimum insurance requirements:

A. Commercial General Liability: Respondent shall have and maintain throughout the duration of the contract Commercial General Liability (CGL) Insurance with limits of at least \$300,000 each person/each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of at least \$600,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, personal injury and advertising injury.

B. Business Automobile Liability: **Respondent** shall have and maintain throughout the duration of the contract Business Automobile Liability Insurance with limits of at least \$500,000 each person/each accident for bodily injury and property damage liability arising out of any auto (including owned, hired and non-owned autos).

C. Workers Compensation: Unless exempt by law, **Respondent** shall have and maintain throughout the duration of the contract Worker's Compensation Insurance in

accordance with State law and Employer's Liability coverage with a limit of at least \$1,000,000 each accident, \$500,000 each employee, and \$500,000 policy limit for disease.

D. Professional Liability: The **Respondent** shall purchase and maintain professional liability or malpractice insurance with minimum limits of \$1,000,000 per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

E. Certificates of Insurance: The PCMCD must be named as an additional insured on the CGL and Business Automobile Liability insurance policies. **Respondent** must provide valid certificates of insurance to the PCMCD for all policies. **Respondent** will be required to provide the PCMCD, as an additional insured, with thirty (30) days' written notice prior to the cancellation, modification or non-renewal of the policies.

I. Protests

Failure to file a protest within the time prescribed below, or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of the right to a proceeding.

Notice of Decision

The Notice of Intended Decision will be posted on the District's website at www.pascomosquito.org and also at District's Administrative Office at 2308 Marathon Rd, Odessa, FL 33556.

Notice of Protest and Formal Written Protest

By submitting a response to this solicitation, Respondents acknowledge the District's policy on procurement, Policy, and agree to the process for filing a protest set forth in these instructions. No time will be added to the time limits provided below for service by mail.

a. Protest of terms, conditions or specifications of a solicitation

With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within seventy-two (72) hours after the posting of the solicitation. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed.

b. Protest of the District's decision or intended decision

Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

Contents of Formal Written Protest

The formal written protest must be printed or typewritten, and must contain:

- 1) The name and address of the person or firm filing the protest and an explanation of how the person or firm is adversely affected;
- 2) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
- 3) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- 4) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- 5) A demand for relief; and
- 6) Any other information material to the protest.

Filing

All notice of protests and formal written protests shall be filed with the District Clerk at the District's Administrative Office at 2308 Marathon Rd, Odessa, FL 33556, Monday through Friday, during normal business hours, excluding holidays. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

Stay of Procurement

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process shall be stayed until the subject of the protest is resolved by final action by the Board of Commissioners, unless the Executive Director, with the concurrence of the Board of Commissioners, sets forth in writing particular facts and circumstances that require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. The District will provide notice that a contract solicitation has been stayed either electronic mail or U.S. mail to all Respondents.

Resolution of Formal Written Protest

The Executive Director, or his or her designee, shall consider and investigate all written protests in a timely manner. The District will provide an opportunity for the protestor to meet with the Executive Director, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of

a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Executive Director shall state in writing that there was no resolution. The Executive Director will make a recommendation to the Board of Commissioners, and the Board of Commissioners will then make a final decision to either uphold the recommendation, reject the recommendation, and send it back for further action, reject all proposals, or do something other than what the Executive Director has recommended.

V. ADDITIONAL SUBMISSION REQUIREMENTS

A. Scrutinized Companies

By submitting a response to this solicitation, Respondent certifies that it is in compliance with section 287.135, Florida Statutes. Respondent certifies that it is not on this list of Scrutinized Companies that Boycott Israel and is not engaged in a boycott of Israel. Respondent acknowledges the remedies provided in Subsection 287.135(5), Florida Statutes, against anyone found to have submitted a false certification including civil penalties.

B. Public Entity Crimes

In accordance with Chapter 287, Florida Statutes, 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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, 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 of \$35,000.00 for a period of thirty-six (36) months following the date of being placed on the convicted vendor list. Prior to award of this contract, vendors will be required to execute the Sworn Statement on Public Entity Crimes attached to this solicitation.

C. E-Verify Compliance

The successful firm shall be required to provide proof of enrollment in the E-Verify system. The firm shall be required to insure compliance with all applicable E-Verify requirements, including screening all employees to verify their work authorization status. If the firm enters into any contract with a subcontractor, the firm shall be required to obtain an affidavit from the subcontractor confirming that the subcontractor does not employ, contract with, or subcontract with any person who is not authorized under federal law to be employed in the United States. The firm shall be required to maintain a copy of said affidavit for the duration of the contract term.

D. Affidavit Regarding the Use of Coercion for Labor and Services

By submitting a response to this solicitation, the respondent certifies that it does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, and if selected, respondent will submit a Human Trafficking Affidavit attesting to its compliance when it executes a contract with the District.

E. Public Records

Once opened, all responses will become the property of the District and, at the sole discretion of the District, may not be returned to Respondent. Any information, reports, or other materials given to, prepared, or submitted in response to this solicitation will be subject to the provisions of the Public Records Act, Chapter 119, Florida Statutes. Any Respondent claiming that its response contains information that is exempt from Chapter 119, Florida Statutes, must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Respondents are solely responsible for defending any claimed exemption from disclosure under Chapter 119, Florida Statutes. subsection 119.071(1)(b), Florida Statutes, exempts sealed responses from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within 30 days after opening the responses, whichever is earlier. This exemption is not waived by the public opening of the responses. ANY QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THIS SOLICITATION MAY BE DIRECTED TO THE DISTRICT'S PUBLIC RECORDS CUSTODIAN BY PHONE AT: 727-376-4568 BY EMAIL AT administration@pascomosquito.org, OR BY MAIL AT: 2308 Marathon Road, Odessa, FL 33556.

F. Responsible Vendor Determination

Respondent is hereby notified that Section 287.05701, Florida Statutes, provides that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor and may not give preference to a vendor based on the vendor's social, political, or ideological interests.

ATTACHMENT A

I. MINIMUM INFORMATION FROM RESPONDERS

1. State the overall size of the audit firm.
2. State whether the audit firm is local, regional, national or international.
3. State the location of the office from which the work is to be performed and the number of partners, managers, supervisors, seniors and other professional staff employed at the office.
4. Identify the personnel who will be assigned work on the District audit, their prior governmental audit experience, and attach résumés of such individuals to the RFP response.
5. Provide proof of licensure of the assigned personnel as CPA's in Florida.
6. Identify the firm's continuing professional education requirements for its personnel.
7. Identify all previous governmental type audits the firm has performed, stating for each the year, nature of governmental entity, and identity of a contact person at that governmental entity.
8. Provide information on the professional societies the firm, and the individuals to be assigned to the District audit, belong to.
9. Identify the information technology abilities of the firm.
10. Provide a copy of the Firm's most recent peer review.
11. Identify whether the firm's most recent peer reviews included a review of the quality of specific government audits.
12. State whether any disciplinary action has been taken against the firm and, if so, the status of such action.
13. Provide a list of client references whom the District can contact. A minimum of three references must be provided with the response. The Respondent must use the Reference Form.

II. COMPENSATION

1. Set forth the proposed fees and compensation, either as a sum certain or the hourly rates of each of the contemplated audit engagement personnel, and the approximate number of hours the engagement is expected to take.

2. State the firm's willingness to attend District Audit Committee and/or Board meetings, which are currently held monthly from October to September, and what, if any, fees will be charged for such attendance.

III. COOPERATION

1. Identify the type and nature of services that can be performed by District personnel that will lessen the engagement fee, and identify the nature of such work.

IV. AUDIT REQUIREMENTS

1. Audit the general purpose financial statements of the District.
2. Audit the statements of revenues and expenses and cash flows of the District.
3. Render an audit opinion in conjunction with the full-scope audit of a comprehensive annual financial report.
4. Reports on internal controls and compliance, in accordance with Governmental Auditing Standards.
5. Issue a management letter indicating deficiencies or opportunities for accounting and reporting improvements, including identifying material weaknesses, as required by Florida Statutes and the Rules of the Auditor General.
6. Communicate with the applicable Florida agencies and transmit the Audit as required by law.

**SWORN STATEMENT PURSUANT TO 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 _____
(print name of the public entity)
- 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 with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, 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 of a conviction of 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 of information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1) (a), Florida Statutes, means:
1. A predecessor or successor of a person 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. 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 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) ©, Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal 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 public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, member, and agents who are active in management of an entity.

6. Based on information and belief, that 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, share holders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with any 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 the 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 the 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 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 the sworn statement on the convicted vendor list. (Attached 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)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Who, after first sworn by me, affixed his/her signature in the space provided

(name of individual signing)

above on this _____ day of _____, 20 _____

NOTARY PUBLIC

My commission expires:

REFERENCE FORM

Respondent: _____

Provide references from no less than three (3) governmental or non-profit entities that have utilized services provided by Respondent similar to those required by the Project.

Reference _____ Contact _____

Address: _____ Phone _____

E-mail: _____

Description and date(s) of services provided: _____

Reference _____ Contact _____

Address: _____ Phone _____

E-mail: _____

Description and date(s) of services provided: _____

Reference _____ Contact _____

Address: _____ Phone _____

E-mail: _____

Description and date(s) of services provided: _____

