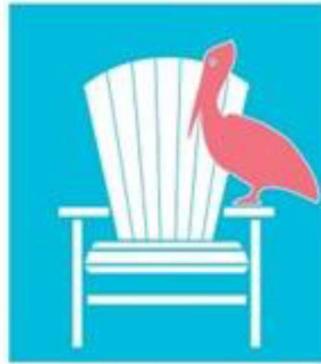


# LAUDERDALE BY•THE•SEA



## REQUEST FOR PROPSAL No. 25-06-01

### *Auditing & Financial Analysis Services*

**RFP OPENING: July 24, 2025, 11:00 A.M.**

Town Hall

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**REQUEST FOR PROPOSALS NO. 25-06-01**

The Town of Lauderdale-By-The-Sea, Florida invites qualified firms to submit proposals to provide:

## ***Auditing & Financial Analysis Services***

The Town intends to award a contract to a firm(s) to provide services necessary for the project (the "Project") described herein.

The Town of Lauderdale-By-The-Sea, Florida (the "Town") will receive sealed proposals until 11:00 A.M. (local), Monday, August 11, 2025, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

See Part II, Section H, for information regarding submitting a proposal.

**The Town's contact information for this RFP is:**

**Katrina Adler, Town Clerk**  
4501 Ocean Drive  
Lauderdale-By-The-Sea, Florida 33308  
Telephone: 954-640-4201

Email: [TownClerk@lbts-fl.gov](mailto:TownClerk@lbts-fl.gov)

RFP documents may be obtained via the Internet at the Town of Lauderdale-By-The-Sea website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov) or on [www.Demandstar.com](http://www.Demandstar.com). If you do not have internet access, you may obtain the documents by contacting the Town Clerk.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

**Auditing & Financial Analysis Services**  
Town of Lauderdale-By-The-Sea RFP No. 25-06-01

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**Auditing & Financial Analysis Services**  
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**PART I - STATEMENT OF WORK**

**A. OBJECTIVE**

The Town of Lauderdale-By-The-Sea (the "Town"), a Florida Municipality located in Broward County, is requesting proposals from qualified Certified Public Accounting firms to audit its financial statements for the fiscal year ending September 30, 2025 with the option to renew the agreement for each of the four (4) subsequent fiscal years. This is a Financial Audit as required under Section 218.39, Florida Statutes.

In addition, the Town may need other financial analysis services as yet unidentified during this same period.

**B. GENERAL INFORMATION**

Lauderdale-By-The-Sea, Florida is a seaside community just north of Fort Lauderdale with approximately 6,500 full time residents, but the population increases to almost 13,000 in the winter months. The Town's All Funds budget in fiscal year 2024/2025 is approximately \$30 million, of which \$4 million is scheduled to be spent on capital improvements.

The budget is composed of the following funds:

1. The General Fund - \$17,731,012
2. The Building Fund - \$1,728,121
3. The Police Confiscation Fund - \$0.00
4. The Sewer Fund - \$1,710,480
5. The Fire Fund - \$2,024,159
6. The Capital Project Fund - \$4,052,000
7. The Parking Fund - \$3,319,784

The Town is currently debt-free. Town employees are members of the Florida Retirement System.

**C. SCOPE OF WORK**

The Town desires to have the auditor express an opinion on the fair presentation of its general-purpose financial statements.

To meet the requirements of this Request for Proposals, the audit shall be performed in accordance with:

## **Auditing & Financial Analysis Services**

### **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

- Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA).
- The government auditing standards set forth in the U.S. General Accounting Office's Government Auditing Standards.
- The rules and requirements established by the Auditor General of the State of Florida for form and content of audits.
- The provisions of the Federal Single Audit Act of 1984.
- Audit of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments (Revised) – AICPA.
- The provisions of the U.S. Office of Management and Budget (OMB) Circular A-133 and any applicable amendments Section 11.45, Florida Statutes.
- State of Florida Department of Banking and Finance regulations.
- All other applicable Federal, State and local laws and regulations.

Any updates of, or amendments to, these described auditing requirements/standards are to be incorporated in future audits performed by the selected auditor performing auditing engagements for the Town in future fiscal years.

The Town reports the following funds:

- General Fund – The Town's primary operating fund.
- Capital Projects Fund – Used to account for the acquisition and construction of major capital facilities.
- Building Fund – Used to account for the collection of building permit and inspection revenue and expenditures.
- Police Training and Forfeiture Fund – a non-major governmental fund used to account for confiscated property and the authorized law enforcement expenditures.
- Fire Fund – a non-major governmental fund used to account for fire assessment revenues dedicated to fire prevention services.
- Sewer Fund – a major proprietary fund used to account for activities associated with providing sewer services within the Town.
- Parking Fund – a major proprietary fund used to account for parking meter revenue and related expenditures.

In addition, the Town may require financial analysis services under this contract which would be negotiated on a fee basis.

Following the completion of the audit of the fiscal year's financial statements, the auditor shall compile the financial statements and footnotes based on information provided by the Town. In

## **Auditing & Financial Analysis Services**

### **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

addition, the auditor shall prepare reports as required to comply with the auditing standards cited in Section C. above, including but not limited to:

- An Independent Auditor's Report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles in the United States of America, pursuant to an audit conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- An Independent Auditor's Report that assesses the Town's existing internal control structure based on the audit of the basic finance statements performed in accordance with government auditing standards and makes recommendations to improve those controls.
- An Independent Auditor's Report to Town Management in Accordance with Audits of States, Local Governments, and Non-Profit Organizations; and Chapter 10.550, Rules of the Florida Auditor General.
- If applicable, an Independent Auditor's Report on Compliance for Each Major Federal Program and Major State Project; Report on Internal Control over Compliance and Report on the Schedule of Expenditures of Federal Awards and State Financial Assistance required by OMB Circular A-133, Section 215.97 Florida Statutes, and Chapter 10.550, Rules of the Auditor General.
- A report on compliance with applicable laws and regulations.

In the required reports on internal controls, the auditor shall communicate any significant deficiencies found during the audit. A significant deficiency 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.

Significant deficiencies that are also material weaknesses shall be identified as such in the report.

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

The report 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 report on compliance.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware of the appropriate Town personnel (which shall include the Town Manager, the Finance Director and the Town Commission) as well as the Town attorney.

**Auditing & Financial Analysis Services**  
Town of Lauderdale-By-The-Sea RFP No. 25-06-01

**D. ELIGIBILITY & MINIMUM REQUIREMENTS:**

To be eligible to respond to the RFP and be considered for award, the Proposer must demonstrate to the satisfaction of the Town that it and the principals assigned to the project have successfully provided services, similar in scope and complexity, as an independent external financial auditor to a local municipality.

Proposers must meet the following minimum qualifications. Failure to meet the minimum qualifications may result in rejection of the proposal. Proposers shall submit written documentation such as letters of references and a list of clients who are public entities, as evidence that they meet the requirements stated below. Letters of references shall not be older than one year.

1. Proposers certify that they are qualified and licensed to provide auditing services and practice in the State of Florida.
2. Proposers shall have at least 5 years' experience in satisfactorily providing the proposed services to local government organizations.
3. The principals of the firm shall have performed continuous certified public accounting (CPA) services for a minimum of 5 years.
4. The Proposer shall be a member of the American Institute of Certified Public Accountants, Association and Florida Government Finance Officers Association.
5. The assigned professional personnel of the Proposer shall have received adequate continuing professional education as stipulated by Government Auditing Standards issued by the Comptroller General of the United States.
6. The Proposer is independent of the Town of Lauderdale-By-The-Sea, as defined by generally accepted auditing standards and Government Auditing Standards.
7. The Proposer shall submit a copy of the two most recent external quality control review reports and letters of comment, along with a statement indicating whether the reviews included a review of specific governmental engagements.
8. The manager and senior auditor shall have experience auditing one or more similar governments, specifically as to size and services provided, where all applicable Governmental Accounting Standards Board Statements have been implemented.
9. The manager and senior auditor shall have experience performing a Single Audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, the provisions of OMB Uniform Guidance, Audits of State and Local Governments, and the Rules of the Auditor General of the State of Florida.

## Auditing & Financial Analysis Services

### Town of Lauderdale-By-The-Sea RFP No. 25-06-01

#### E. *INSURANCE AND LICENSES*

The successful Proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the Town, and (b) any required licenses.

##### (a)

1. **Comprehensive General Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractor's coverage.
2. **Workers' Compensation Insurance** – Statutory.
3. **Professional Liability** – \$1,000,000 professional liability insurance with a minimum limit \$1,000 per occurrence.

The Proposer should provide original certificates of coverage and receive notification of approval of those certificates from the Town prior to providing services under this RFP. The insurance coverage provided by Proposer is subject to the approval of the Town. The insurance certificates and required policies (except for workers' compensation) shall list the Town of Lauderdale-By-The-Sea as ADDITIONAL INSURED and shall provide for the Town to receive no less than thirty (30) days' written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the Town if circumstances change or adequate protection of the Town is not presented. Proposer, by submitting a Proposal, agrees to abide by such modifications.

(b) **Certified Public Accountant** – Current active license to practice public accounting in the State of Florida.

**END OF PART I**

**Auditing and Financial Analysis Services**  
Town of Lauderdale-By-The-Sea RFP No. 25-06-01

**PART II: RFP GENERAL INFORMATION**

A. DEFINITIONS

For the purposes of this Request for Proposals (RFP): **Proposer** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP. **Town** shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

**Contact information** for the purpose of this RFP shall mean:

**Katrina Adler, Town Clerk**  
4501 Ocean Drive  
Lauderdale-By-The-Sea, Florida 33308  
Telephone: 954-640-4201  
Email: townclerk@lbts-fl.gov

B. INVITATION TO PROPOSE; PURPOSE

The Town solicits proposals from responsible Proposers to perform work for or provide goods and/or services to the Town as specifically described in Part I, Statement of Work.

C. CONTRACT AWARDS

The Town Commission anticipates entering into a contract with the Proposer who submits the proposal judged by the Town to be most advantageous. The Town anticipates awarding one contract but reserves the right to award more than one contract if it is in its best interest. If the Town selects a Proposal, the Town will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Town Attorney and has been executed by both the Town (with Commission approval, if applicable) and the successful Proposer.

D. PROPOSAL COSTS

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

E. INQUIRIES

**Auditing and Financial Analysis Services**  
**Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

The Town will not respond to oral inquiries. Proposers may e-mail inquiries for interpretation of this RFP to the attention of the Town Clerk. Please mark the correspondence "RFP No. 25-06-01 QUESTION".

The Town will respond to written inquiries received at least 7 working days prior to the date scheduled for receiving the proposals. The Town will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the Town will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Clerk. Although the Town will try to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. DELAYS

The Town may postpone scheduled due dates in its sole discretion. The Town will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PROPOSAL SUBMISSION

**Proposers shall submit one (1) original hard copy of the proposal in a sealed, opaque package in person or by mail OR a sealed bid via DemandStar. Submissions shall be clearly marked on the outside as follows:**

To: Town of Lauderdale-By-The-Sea  
RFQ No. 25-06-01  
Project: Auditing & Financial Analysis Services  
Submitted by: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Proposer shall also submit one electronic copy via email to [townclerk@lbts-fl.gov](mailto:townclerk@lbts-fl.gov) the email shall be titled:**

**RFP No. 25-06-01**  
**Project: Auditing & Financial Analysis Services**

Late submittals, additions, or changes will not be accepted and will be returned to the bidder unopened.

Due to the irregularity of mail service, the Town cautions Proposers to ensure actual delivery of proposals to the Town prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the Office of the Town Clerk before proposal opening time. Proposers may withdraw their proposals

# **Auditing and Financial Analysis Services**

## **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

by notifying the Town in writing at any time prior to the opening. Proposals, once opened, become property of the Town and will not be returned.

### **H. PROPOSAL FORMAT**

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the Town herein. These forms may be duplicated, but failure to use the forms may cause your proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or completed in ink. Proposals shall be signed in ink when submitted in person. When an RFP requires multiple copies, they may be included in a single envelope or package properly sealed and identified. Electronic submissions are also accepted and must be signed digitally.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

1. Letter of Transmittal  
This letter will summarize in a brief and concise manner the Proposer's understanding of the scope of work and make a positive commitment to provide its services on behalf of the Town. The letter must name all the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.
2. Title Page  
The title page shall show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the RFP No. and the Project name.
3. Table of Contents  
Include a clear identification of the material by section and by page number.
4. Organization Profile and Qualifications  
This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

## **Auditing and Financial Analysis Services**

### **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

Each Proposer must include:

- If the firm is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium shall be separately identified, and the firm that is to serve as the principal auditor shall be noted, if applicable.
- In a joint proposal, the principal firm shall complete and sign the proposal signature page, and the structure, duties and responsibilities of each firm shall be clearly delineated.
- Each firm is also required to submit a copy of the report on its most recent external/quality control review, with a statement whether that quality control review included a review of specific local 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. The firm shall provide an explanation of all pending, local office litigation as well as all litigation related to the firm's audits of State or Local Government entities.
- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- A description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm shall also provide information on the number of years performing government audits as well as the auditing experience of each person, including information on relevant continuing professional education for the past two (2) years and membership in professional organizations relevant to the performance of this audit.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Town's primary contact and provide the person(s') background, training, experience, qualifications and authority.
- Completed RFP Forms A, B, C, D, E, F, G, H, I, J and K. All RFP forms are included as exhibits to this document.

5. Experience

The Proposer must describe its expertise in and experience with providing goods and/or services similar to those required by this RFP. Describe previous experience relating to the Scope of Work requested in this RFP. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishments for each.

6. Approach to Providing Services

The proposal shall set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this Request for

## **Auditing and Financial Analysis Services**

### **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

Proposals. Proposers will be required to provide the following information on their audit approach:

- a. Segmentation of the engagement.
- b. Level of staff to be assigned to each segment of the engagement.
- c. Type and extent of analytical procedures to be used in the engagement.
- d. Approach to be taken to gain and document an understanding of the Town's internal control structure.
- e. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- f. Approach to be taken in drawing audit samples for purposes of tests of compliance.

7. Compensation

The proposal shall document the fee proposal for the goods and/or services on RFP Form C.

8. Additional Information

Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

# **Auditing and Financial Analysis Services**

## **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

### **I. PROPOSAL – Procedural Information**

1. **Interviews:**

The Town reserves the right to conduct personal interviews or require presentations prior to selection. The Town is not responsible for any expenses which Proposers may incur in connection with a presentation to the Town or related in any way to this RFP.

2. **Request for Additional Information:**

The Proposer shall provide such additional information as the Town may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Town reserves the right to conduct investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.

3. **Proposals Binding:**

All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following opening. Town may desire to accept a proposal after this time. In such case, Proposer may choose not to continue to honor the proposal terms.

4. **Alternate Proposals:**

An alternate proposal is viewed by the Town as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The Town will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the Town's best interest.

5. **Proposer's Certification Form:**

Each proposer shall complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal. This form must be acknowledged by a witness who is present during the form's signing.

### **J. PUBLIC RECORDS**

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the Town and the Town's officers, employees, and agents, against any loss or damages incurred by any person or

## **Auditing and Financial Analysis Services**

### **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

entity as a result of the Town's treatment of records as public records. By statute, the contract will also contain the following clauses:

Contractor acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to Town contracts, pursuant to the provisions of Chapter 119, Florida Statutes. Contractor agrees to maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by law. The contractor shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of Town. In the event of termination of this Agreement by either party, any reports, photographs, surveys and other data and documents and public records prepared by, or in the possession or control of, Contractor, whether finished or unfinished, shall become the property of Town and shall be delivered by Contractor to the Town Manager, at no cost to the Town, within seven (7) days of termination of this Agreement. All such records stored electronically by Contractor shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Upon termination of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Contractor shall be withheld until all documents are received as provided herein. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Town.

#### **K. IRREGULARITIES; REJECTION OF PROPOSALS**

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

**Auditing and Financial Analysis Services**  
**Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

**L. EVALUATION METHOD AND CRITERIA**

1. General

The Town shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The Town reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of proposals and Proposers. The Town's decisions will be final. The Town's evaluation criteria may include, but shall not be limited to, consideration of the following:

- A. ability to meet set standards
- B. availability of qualified personnel
- C. compensation
- D. expertise of personnel
- E. financial resources and capabilities
- F. past contracts with other governmental jurisdictions
- G. past performance records
- H. qualifications of Proposer
- I. references
- J. related experience in Florida
- K. technical soundness of proposal
- L. time frames

2. Selection

Pursuant to Section 218.391(2), Florida Statutes, the Town Commission has created a selection committee consisting of one Commissioner and four other committee members (the "Committee"). The Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Committee may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Town Commission and the Town Commission shall make a final award. The Committee may request oral presentation from the Proposers. Proposers are advised that the Town reserves the right to conduct negotiations with the most qualified Proposer but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

**M. REPRESENTATIONS AND WARRANTIES**

In submitting a proposal, Proposer warrants and represents that:

- 1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.

## **Auditing and Financial Analysis Services**

### **Town of Lauderdale-By-The-Sea RFP No. 25-06-01**

2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given Town written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the Town is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Town has any interest, financially or otherwise, in the RFP or contract.

#### **N. Town Contract**

The selected Proposer is expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney. The contract will contain the following clauses required by Town Code, and all vendors are expected to comply with these requirements:

No officer or employee of the Town of Lauderdale-By-The-Sea, Florida, during his or her term of employment or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

No vendor shall give, solicit for, deliver, or provide a campaign contribution directly or indirectly to a candidate or to the campaign committee of a candidate for the offices of Mayor or Commissioner.

**Auditing and Financial Analysis Services**  
Town of Lauderdale-By-The-Sea RFP No. 25-06-01

**End of Part II**

## RFP FORM A

Proposer: \_\_\_\_\_

### QUALIFICATIONS STATEMENT

**Note: Forms A, B C & D are available in WORD format from the Town Clerk upon request.**

### ***THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.***

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
  - 1.1. The correct and full legal name of the Proposer is:
  - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation)(Limited Liability Company).
  - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. Provide Broward County occupational license number, if applicable, and expiration date:
9. How many years has your organization been in business? Does your organization have a specialty?
10. List the last three projects of this nature that the firm has completed? Please provide project description, reference and cost of work completed.
11. Have you ever failed to complete any work awarded to you? If so, where and why?

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12. Provide the following information concerning all contracts **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

*(Continue list as necessary)*

13. Provide the following information for any sub-consultants you will engage if awarded the contract.

Subcontractor Name	Address	Work to be Performed

*The foregoing list of sub-consultants may not be amended after award of the contract without the prior written approval of the Town Manager, whose approval shall not be unreasonably withheld.*

## RFP Form B

Proposer: \_\_\_\_\_

### REFERENCE FORM

All Forms are available in WORD format from the Town Clerk upon request.

### ***THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.***

Give names, addresses and telephone numbers of five individuals, corporations, agencies, or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

2. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

3. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

4. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

5. Name of Contact \_\_\_\_\_

Title of Contact \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

## RFP Form C

Proposer: \_\_\_\_\_

### PRICE PROPOSAL FORM

**Note: All Forms are available in WORD format from the Town Clerk upon request.**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH  
PROPOSAL TO BE DEEMED RESPONSIVE.**

Name of Proposer: \_\_\_\_\_

Name of authorized representative of Proposer: \_\_\_\_\_

### Project Cost

<b>Deliverables</b>		<b>Professional Services Fee</b>	<b>Reimbursements</b>
FY 2025	ACFR		
	Single Audit (if necessary)		
FY 2026	ACFR		
	Single Audit (if necessary)		
FY 2027	ACFR		
	Single Audit (if necessary)		
FY 2028	ACFR		
	Single Audit (if necessary)		
FY 2029	ACFR		
	Single Audit (if necessary)		
	Total 5 Year Cost: (Excluding Single Audits) \$ _____		

The Total Project Cost SHALL include all fees and reimbursements for out of pocket costs. The Town will not reimburse for any costs not actually incurred and paid for by the Proposer and included in its proposal. Reasonable proof thereof will be required.

The Total Project cost shall include the cost of:

Lauderdale-By-The-Sea RFP No. 25-06-01

1. Meetings with Town staff on a minimum of two occasions to discuss drafts of the final report.
2. A written report outlining all findings and recommendations, with an Executive Summary of the most important issues or issues that the Commission must act upon to implement.
3. Attending two Town Commission/public meetings to present the report and discuss the findings of the report.

Payments will be made no more often than on a monthly basis, but only after the services for which the invoices are submitted have been completed.

Additional Services

The Town may have the need for additional services, which may be requested during the term of this agreement.

If the Proposer is interested in additional work, please provide the hourly rate and staff positions available. The rates for the additional work will not be used for evaluation of the services required in this RFP.

Additional Work	
Title:	Hourly Rate:
Add rows as necessary	

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**RFP FORM D**

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.** The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal, which includes the TOWN required RFP forms A, B, C and D, is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under

Lauderdale-By-The-Sea RFP No. 25-06-01

oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_

\_\_\_\_\_  
Mailing Address

Witness:

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Lauderdale-By-The-Sea RFP No. 25-06-01

**RFP FORM E**

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

DRUG-FREE WORKPLACE

The undersigned PROPOSER in accordance with Chapter 287.087, Florida Statutes, hereby certifies that \_\_\_\_\_ does:  
(Name of PROPOSER)

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services described in the RFP document a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services described in the RFP or the Agreement, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Lauderdale-By-The-Sea RFP No. 25-06-01

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature (Blue Ink Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Lauderdale-By-The-Sea RFP No. 25-06-01

**RFP FORM F**

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

SCRUTINIZED COMPANIES

The undersigned PROPOSER in accordance with Section 287.135, Florida Statutes, hereby certifies that:

- a. PROPOSER is not participating in a boycott of Israel;
- b. PROPOSER is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List;
- c. PROPOSER does not have business operations in Cuba or Syria.

\_\_\_\_\_  
Signature (Blue Ink Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Lauderdale-By-The-Sea RFP No. 25-06-01

RFP FORM G

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

E-VERIFY AFFIDAVIT

In accordance with Section 448.095, Florida Statutes, the Town requires all consultants doing business with the Town to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Town will not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

**The contracting entity must provide of its proof of enrollment in E-Verify.** For instructions on how to provide proof of the contracting entity’s participation/enrollment in E-Verify, please visit: <https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>.

By signing below, the contracting entity acknowledges that it has read Section 448.095, Florida Statutes and will comply with the E-Verify requirements imposed by it.

Check here to confirm proof of enrollment in E-Verify has been attached to this Affidavit.

\_\_\_\_\_  
Signature (Blue Ink Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Lauderdale-By-The-Sea RFP No. 25-06-01

RFP FORM H

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

PUBLIC ENTITY CRIMES

Sworn Statement Under §287.133(3)(a), Florida Statutes  
(This form must be signed in the presence of a notary public or other officer authorized to administer oaths.)

- 1. This sworn statement is submitted with Bid, Proposal or contract No. \_\_\_\_\_
- 2. This sworn statement is submitted by: \_\_\_\_\_  
(name of entity submitting sworn statement)

whose business address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal  
Identification  
Number (FEIN) is:

\_\_\_\_\_  
(if applicable)

Social Security Number: \_\_\_\_\_  
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

- 3. My name is: \_\_\_\_\_  
(print name of individual signing this document)

and my relationship to the entity is: \_\_\_\_\_

- 4. I understand that a "public entity crime" as defined in §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 or contract for goods or services

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to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that a "convicted" or "conviction" as defined in §287.133(1)(b), Florida Statutes, means a finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in §287.133(1)(a), Florida Statutes means:
  - (a) A predecessor or successor of a person or a corporation convicted of a public entity crime; or
  - (b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima-facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in §287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which binds or applies to bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on the information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
  - a. \_\_\_\_\_ Neither the entity submitting the sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity nor any affiliate of the entity have been charged with and convicted of a public entity crime

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subsequent to July 1, 1989.

b. \_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 and (Please indicate which additional statement applies)

1. \_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

2. \_\_\_\_\_ The person or affiliate was placed on the convicted list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

3. \_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services)

\_\_\_\_\_  
Signature (Blue Ink Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Lauderdale-By-The-Sea RFP No. 25-06-01

RFP FORM I

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**

**AFFIDAVIT ATTESTING TO NONCOERCIVE CONDUCT FOR LABOR OR SERVICES**

Nongovernment Entity name: \_\_\_\_\_ (“Vendor”) Vendor

FEIN: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

As a nongovernmental entity executing, renewing, or extending a contract with the Town, **Vendor** is required to provide an affidavit under penalty of perjury attesting that **Vendor** does not use coercion for labor or services, and is in compliance with Section 787.06, Florida Statutes.

As defined in Section 787.06(2)(a), Florida Statutes, coercion means:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or service are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, Florida Statutes to any person for the purpose of exploitation

