

**MINUTES
AUDIT SELECTION / EVALUATION COMMITTEE**

**RFP #L-50-16
INDEPENDENT AUDITING SERVICES (REBID)
City Hall 3rd Floor Conference Room,
100 W. Atlantic Boulevard, Pompano Beach, Florida 33060
3:00 p.m. 7/8/2016**

The committee consisted of:

Ernie Acosta, General Accounting – Division Director, City of Hollywood (Voting)
Frank L. DiPaolo, Finance Director, City of Lighthouse Point (Voting)
Deusdedit Kiyemba, Deputy Internal Auditor, City of Pompano Beach (Voting)
Georgina Rodriguez, Finance & Budget Director, Town of Pembroke Park (Voting)

Also in attendance:

Cassandra LeMasurier, Purchasing Supervisor, City of Pompano Beach (Non-Voting)
Suzette Sibble, Finance Director, City of Pompano Beach (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide independent auditing services to the City. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Six (6) firms submitted responses to the City's Request for Proposals.

Frank DiPaola chaired the meeting and led the technical discussion. The Purchasing Supervisor reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. Copies of the proposals received and evaluation forms had been distributed to the Committee members in advance of the meeting.

The Committee discussed their individual review of the proposals. Although Committee members differed in their allocation of points for certain issues (i.e., references, experience, etc.), each member applied their evaluation methodology consistently to each proposal.

The Committee then discussed each proposal in alphabetical order. Issues discussed included the number of hours proposed for the audit engagement, the staffing to be assigned including experience and other contracts they service, proposed fees, experience with audits of entities similar to the City and firm references and proposed audit plan. Following a discussion of the evaluation criteria, and of each proposal submitted, the Committee members proceeded to score the responses, with the following results:

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|--------------------------------------|------------|
| (1) RSM US LLP | 377 points |
| (2) Marcum LLP | 371 points |
| (3) Moore Stephens Lovelace PA | 361 points |
| (4) GLSC & Company PLLC | 317 points |
| (5) Alberni Caballero & Fierman, LLP | 314 points |
| (6) Elie & Associates CPA, LLC | 209 points |

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with the highest-ranked firm, RSM US LLP.

The Committee meeting adjourned at 4:55 p.m.