

**MEMORANDUM**

Purchasing #22-001  
October 26, 2021

To: Gregory P. Harrison, City Manager  
Through: Carla R. Byrd, General Services Director  
From: Jeff English, Purchasing Agent  
Subject: Approve Ranking for RFP E-16-21 Independent Auditing Services

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Contract Need/Background

The Request for Proposal (RFP) E-16-21 was issued to select a firm to provide independent auditing services to the City. Andrew Jean-Pierre, Finance Director, provided the scope of services.

Notice List

The mailing list for this project was created by using firms suggested by the requesting department, firms that have responded to prior solicitations, firms that have registered in the eBid system, and firms from appropriate listings in other sources.

Number of firms submitting proposals .....7

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's webpage for download by interested firms.

Selection/Evaluation Committee

Seven (7) responsive proposals were received to the solicitation. The Selection/Evaluation Committee (Committee) members were approved by the City Commission on March 23, 2021, in accordance with section 218.391 of Florida Statutes. The Committee met on October 25, 2021 (in a public meeting) to review and evaluate the responses. All responsive proposals were scored, and the Committee decided that oral presentations would not be required. Copies of the minutes, voting matrix, and scoring sheets are attached.

Recommendation

The recommendation from the Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm Keefe, McCullough & Co., LLP. Further authorization is requested to continue with the succeeding ranked firms, should an impasse occur in the negotiations with the recommended firm.

cc: file