



Interoffice Memorandum

June 28, 2021

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Phil Diamond, Orange County Comptroller
(407) 836-5986

SUBJECT: Selection of Firm, Request for Proposals Y21-117-AH, Audit Services

RECOMMENDATION:

Selection of one firm and two ranked alternates to provide Audit Services, Request for Proposals Y21-117-AH, from the following firms listed alphabetically:

Carr, Riggs & Ingram, LLC
Cherry Bekaert LLP
CliftonLarsonAllen LLP
MSL, P.A.

Request authorization for the Procurement Division to negotiate and execute a one-year contract within a budget of \$368,000. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

The proposals were evaluated by the Procurement Committee on May 14, 2021.

PURPOSE:

This contract will provide services by certified public accountants to audit financial statements.

DISCUSSION:

Five proposals were received in response to the Request for Proposals (RFP). The proposal received from RSM US LLP was deemed non-responsive for adding a contingency making their offer revocable.

The selected firm will conduct audits of financial statements for the fiscal year ending September 30, 2021, with the option to audit the County's financial statements for each of the four subsequent fiscal years. These annual audits of financial records are performed as part of the county-wide annual audit by a certified public accounting firm recommended by the Audit Committee as prescribed in Administrative Regulation 6.14, Auditor Selection and Oversight.

It is the policy of the Board of County Commissioners that the external auditors be selected through a competitive process following the guidelines outlined by Florida Statute 218.391, Auditor Selection Procedures.

A timely protest was filed by RSM US LLP and a protest hearing was conducted on June 24, 2021. The protest committee unanimously voted to deny the protest and uphold the scores as accepted at the procurement committee held on May 14, 2021. No further appeal was submitted.

Consensus scores of the Procurement Committee are attached.

Procurement Committee Meeting - May 14, 2021 at 8:00AM
Y21-117-AH, Audit Services

CRITERIA	Qualifications of Staff	Qualifications of Firm	Technical Approach	M/WBE	Displaced Workers (B)	SDV (B)	Fee Proposal	Total Weighted Points
Weighted Value	20	25	20	10	5	15	25	120
						(B) Indicates Bonus Points (Maximums Bonus Points Above)		
Cherry Bekaert LLP	96.67	118.33	100.00	50.00	0.00	0.00	125.00	490.00
MSL, P.A.	93.33	120.83	86.67	50.00	0.00	0.00	120.89	471.73
CliftonLarsonAllen LLP	76.67	66.67	50.00	0.00	0.00	0.00	122.67	316.00
Carr, Riggs & Ingram, LLC	53.33	58.33	53.33	25.00	0.00	0.00	116.16	306.16



INTEROFFICE MEMORANDUM

April 29, 2021

TO: Alina Hernandez Fernandez, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y21-117-AH / Audit Services

APPROVED: *Sheena Ferguson*

Below are the respondents to the subject RFP with their firm’s certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

- 1. Carr, Riggs & Ingram, LLC
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*The Schedule of Sub-Contracting – M/WBE Participation Form indicates Tarsha R. Jacobs, CPA, MBA will be subcontracted 24% of the Audit Services. However, The M/WBE Letter of Intent (LOI) did not indicate the percentage of work to be subcontracted. Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%

M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 20%

Total WBE Workforce: 50%

Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation Form indicates “N/A”.
Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Dislocated Worker(s) Proposed: 0
*The Dislocated Worker Form indicates “N/A”.
Therefore, the evaluator cannot assess Dislocated Worker bonus points.
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Displaced workers)

2. Cherry Bekaert LLP
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
L.F. Harris & Associates, CPA, P.A.	AFAM	16%	Audit Services
Elerick & Elerick, P.A.	WF	8%	Audit Services

Total M/WBE Participation Proposed: 24%
M/WBE Sub consultant participation Weighted Score: 25

Total M/WBE Workforce: 20%
Total WBE Workforce: 42%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 50

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation Form indicates “Not Applicable”. Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Dislocated Worker(s) Proposed: 0
 *The Dislocated Worker Form indicates “N/A”.
 Therefore, the evaluator cannot assess Dislocated Worker bonus points.
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Displaced workers)

3. CliftonLarsonAllen LLP
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*Elerick & Elerick, P.A.	WF	6%	External Audit Services

*The Schedule of Sub-Contracting – M/WBE Participation Form indicates “Audit”. However, the M/WBE Letter of Intent (LOI) indicates “External Audit Services”. The specified work/service from the LOI will be utilized.

Total M/WBE Participation Proposed: 6%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 15%
 Total WBE Workforce: 44%
Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation Form indicates “Not Applicable”. Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0
 Total Bonus Points: 0
(Includes SDV & Displaced workers)

4. MSL, P.A.
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
L.F. Harris & Associates, CPA, PA	AFAM	18%	Audit Services
Elerick & Elerick, P.A.	WF	6%	Audit Services

Total M/WBE Participation Proposed: 24%
M/WBE Sub consultant participation Weighted Score: 25
 Total M/WBE Workforce: 21%
 Total WBE Workforce: 40%
Minority Workforce and Women Workforce Weighted Score: 25
Total M/WBE Participation Weighted Score: 50

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation and SDV Letter of Intent (LOI) Forms were not submitted with the proposal. Therefore, the evaluator cannot assess SDV bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Dislocated Worker(s) Proposed: 0
 *The Dislocated Worker Form was not submitted with the proposal. Therefore, the evaluator cannot assess Dislocated Worker bonus points
Dislocated Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Displaced workers)