



Interoffice Memorandum

July 15, 2022

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

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

Contact: John Schmidt, Contract Management Administrator, Convention Center
407-685-5822

Subject: Selection of Firm Y22-1015-PD, Financial Audit Services for the Orange
County Convention Center

RECOMMENDATION:

Selection of L.F. Harris & Associates, CPA, P.A. to provide Financial Audit Services for the Convention Center, Request for Proposals Y22-1015-PD.

Request authorization for the Procurement Division to negotiate and execute a one-year contract, within a budget of \$101,138. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

The proposal was evaluated by the Procurement Committee on July 13, 2022. Commissioner Victoria P. Siplin was assigned to the Procurement Committee.

PURPOSE:

This contract will provide annual audit of the financial statements and records of the food and beverage operations at the Convention Center.

DISCUSSION:

This contract will provide service to audit the accuracy of documentation demonstrating present financial positions, results of the operations and changes in cash flows in conformity with generally accepted accounting principles for food and beverage operations. In addition, the firm shall perform agreed upon procedures to include, but not limited to, cash revenue verification for other Convention Center revenue contracts. The proposal submitted by L.F. Harris & Associates, CPA, P.A. is 4% higher than the current County contract Y17-1050, which is determined to be fair and reasonable.

One proposal was received in response to the Request for Proposals (RFP). To ensure an open and competitive process, the RFP was posted on the County's e-procurement solution. A query from staff to potential sources that declined to compete on this project resulted in the following:

- Elerick & Elerick, CPA: Did not have the staff available to support this solicitation.
- Cherry Bekaert, LLP: Confirmed they received multiple notifications of the solicitation but due to an oversight on their part did not submit a proposal.

The procurement committee evaluated the proposal in accordance with the criteria established in the RFP. Consensus scores of the Procurement Committee are attached.

Procurement Committee Meeting - July 13, 2022
Y22-1015, Financial Audit Services for the Orange County Convention Center

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	M/WBE	Dislocated Workers (B)	SDV (B)	Fee Proposal	Total Weighted Points
Weighted Value	20	20	20	10	10	5	15	20	120
(B) Indicates Bonus Points (Maximums B									
L. F. Harris & Associates, CPA, P.A.	80.00	80.00	100.00	50.00	50.00	0.00	0.00	100.00	460.00

POINT STRUCTURE:

1= Poor 4= Above Avg.

2= Below Avg. 5= Excellent

3= Average



INTEROFFICE MEMORANDUM

July 5, 2022

TO: Perry Davis, Contracting Supervisor
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y22-1015-PD, Financial Audit Services for OCCC

APPROVED: *Aheena 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. L. F. Harris & Associates, CPA, PA
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
Accounting & Tax Solutions CPA, PA	MBE- AFAM	24%	Certified Public Accountant

*The sub-consultant listed is not certified with Orange County as a MWBE vendor. Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 24%

M/WBE Sub consultant participation Weighted Score: 25

Total M/WBE Workforce: 60%

Total WBE Workforce: 30%

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 the proposal. 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

*The Dislocated Worker form was not submitted with the proposal. Therefore, the evaluator cannot assess dislocated worker bonus points

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