




Interoffice Memorandum

July 28, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Kris Shoemaker, Assistant Director/CFO, Orange County Convention Center
(407) 836-7689

SUBJECT: Consultant Section, Request for Proposals Y17-1050-TA, Financial Audit Services for Orange County Convention Center

RECOMMENDATION:

Selection of one firm and two ranked alternates to provide Financial Audit Services for Orange County Convention Center, Request for Proposals Y17-1050-TA, from the following firms listed alphabetically.

Cherry Bekaert, LLP
L.F. Harris & Associates, CPA, P.A.
Moore Stephens Lovelace, P.A.

Further request the Board authorize execution of the final contract by the Procurement Division in the estimated amount of \$300,360 for a 3-year term and request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

Proposals were evaluated by the Procurement Committee on July 13, 2017. Commissioner Victoria P. Siplin was assigned to the Procurement Committee.

PURPOSE:

To provide an annual audit of the financial statements and records of food and beverage operations at the Orange County Convention Center.

DISCUSSION:

Three proposals were received in response to this Request for Proposals. The proposals were evaluated by the Procurement Committee in accordance with the criteria set forth in the solicitation.

Page 2

RFP Y17-1050-TA, Financial Audit Services for Orange County Convention Center

The food and beverage audit begins in October and ends in September of each year. The purpose of this audit is to review the accuracy of documentation demonstrating present financial positions and results of operations and changes in cash flows in conformity with general accepted accounting principles. This contract will also allow for "cash to revenue verification" on an as needed basis.

Consensus scores from the Procurement Committee's evaluation for the selected firms are attached.

RFP#: Y17-1050-TA
Financial Audit Services for
Orange County Convention
Center
WEIGHT


	Qualifications of the Firm 20		Qualifications of the Staff 20		Technical Approach 20		Fee Schedule 20		M/WBE Utilization 10		Location 10		Welfare Recipient Hires	Service Disabled Veterans Hires	Service Disabled Veteran Prime	Grand Total
	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE				
L.F. Harris & Associates, CPA, P.A.	4	80	4	80	4	80		100	5	50	5	50	0	0	0	440
Cherry Bekaert, LLP	4	80	2	40	3	60		90	4	40	5	50	0	0	0	360
Moore Stephens Lovelace, PA	3	60	3	60	3	60		76	4	40	5	50	0	0	0	346



Interoffice Memorandum

June 26, 2017

To: Tracy Attenasio, Senior Contract Administrator
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: **RFP #Y17-1050-TA, Financial Audit Services for Orange County Convention Center**

Below are the respondents to the subject RFP with their firm's certified sub-consultants and M/WBE participation score on a 1 – 5 rating:

1. AFAM	L.F. Harris & Associates, CPA, PA		5 Points
AFAM	Accounting & Tax Solutions CPA, PA	24%	
	Total MWBE Participation:	24%	
	EEO Staff	66%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
*	Welfare Recipients:	0	

*The Schedule of Sub-contracting – SDV Participation and the Welfare Transition and/or Dislocated Worker forms were not submitted with the proposal.

2.	Moore Stephens Lovelace, P.A.		4 Points
(HF)	Elerick & Elerick P.A.	24%	
	Total MWBE Participation:	24%	
	EEO Staff	48%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	0	
*	Welfare Recipients:	0	

**The Schedule of Sub-contracting – SDV Participation and the Welfare Transition and/or Dislocated Worker forms were not submitted with the proposal.

cc: Contract File



3.	Cherry Bekaert, LLP		4 Points
AM(Is)	M Kermali CPA, PA	24%	
	Total MWBE Participation:	24%	
	EEO Staff	33%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	0	