



**North Miami  
Community Redevelopment Agency**

**RFP # 2006-02**

**REQUEST FOR PROPOSALS  
FOR  
Independent Auditing Services**

**Issue Date: October 27, 2006**

**Due Date: November 17, 2006**

**NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY**

# REQUEST FOR PROPOSALS – INDEPENDENT AUDITING SERVICES

## I. INTRODUCTION

### A. Objective(s)

The North Miami Community Redevelopment Agency (CRA) is soliciting proposals from qualified firms of certified public accountants to enter into a contract to perform an audit of the CRA's financial statements for the fiscal year ending September 30, 2006 in accordance with all of the applicable financial reporting and other requirements governing Community Redevelopment Agencies created pursuant to Chapter 163 of Florida Statutes, with the option on the part of the CRA to extend the contract for auditing of the CRA's financial statements for the two (2) subsequent fiscal years. The requirements regarding CRA audit and annual reporting obligations are included in Florida Statutes Section 163.387(8), Section 218.39, Section 163.356(3)(c), and Section 189.418.

### B. Proposal Instructions

#### 1. Submission of Sealed Proposals

One unbound original and seven (7) bound copies of the response to this RFP should be submitted on or before 2 P.M. EDT, on Friday, November 17, 2006 to:

Mr. Tony E. Crapp, Sr., Executive Director  
North Miami Community Redevelopment Agency  
615 N.E. 124 Street  
North Miami, Florida 33161  
Phone (305) 899-0272

Proposals received after this date and time will not be considered.

The CRA reserves the right to reject any and all proposals, to waive any informalities or irregularities not involving price in any proposals received, to solicit new proposals, or take any other such actions that may be deemed to be in the best interest of the CRA.

## 2. Proposal Requirements

Each proposal should address all pertinent areas as delineated and described below and be specific. Any conditions should be clearly stated. The failure to disclose substantive terms, conditions and covenants may be considered cause for the proposal to be rejected by the CRA.

Proposals should contain, but not be limited to the following considerations:

1. Eligibility - authorization by the State Board of Accountants to conduct audits.
2. Experience of your firm in relation to the scope of audits for the CRA.
3. A list of similar local governments or pertinent accounts served by your firm.
4. Your staff assignments and availability to complete the audit on a timely basis.
  - Participation of senior audit personnel assigned to the engagement.
  - Frequency of contact with fiscal personnel.
  - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. Audit firm staff stability history - what assurances can you provide the CRA regarding the assignment of your permanent personnel to the engagement.
6. Describe capability to audit computerized accounts receivable systems and to audit during the development of a completely computerized bookkeeping system.
7. Procedures used to transmit audit adjustments and the reasons for them along with management recommendations to the responsible personnel within the District structure.
8. Detailed audit plan that includes, but not is limited to:
  - a. Special reports, exhibits, and schedules to be provided:
    - Accounts report.
    - Balance sheet.
    - Schedule of cash.
    - Statements of changes in financial position.
    - Notes to financial statement

## b. Reporting Requirements

- State the scope of the examination and that the audit was performed with generally accepted accounting principles and include a statement of opinion as to whether the statements conform to generally accepted accounting principles.
- Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible expenditures must be presented in enough detail for management to be able to understand them.
- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.

## c. Timetable for Performance

- Proposed date for the completion of the preliminary report and exit conference.
  - Proposed work plan that provides for the completion and submission of the final report to the CRA within 160 days of September 30, 2006.
9. Your fee proposal to conduct the basic audit function, along with your fee schedule for additional services that may be required beyond the scope of the audit engagement. The proposal should also state that any increase in the audit fee will be immediately disclosed to the CRA's. This disclosure should include an estimation of the increased fees and the reason for the increase.
  10. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior.
  11. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.
  12. Audit firm to produce statements and to print annual report.
  13. Proof that the firm is certified to conduct community redevelopment agency and municipal audits by the Board of Accountancy.

### 3. Questions, Additional Information

Respondents, their agents and/or associates shall refrain from contacting or soliciting, directly or indirectly, any member of the North Miami CRA Board, North Miami CRA Advisory Committee, the CRA Attorney or the employees of the CRA regarding the RFP during the selection process, which commences on the Issue Date and ends upon contract award. Failure to comply with this provision may result in disqualification of the respondent. All requests for clarifications or additional information must be made in writing and submitted by 2 p.m. on November 3, 2006 to:

Mr. Tony E. Crapp, Sr., Executive Director  
North Miami Community Redevelopment Agency  
615 N.E. 124 Street  
North Miami, Florida 33161  
Phone (305) 899-0272  
Fax (305) 899-9376  
[Crapp@NorthMiamiCRA.org](mailto:Crapp@NorthMiamiCRA.org)

All such requests and CRA responses will be made available to all potential respondents through their posting on the CRA's website at [www.NorthMiamiCRA.org](http://www.NorthMiamiCRA.org).

### C. Background Information

The North Miami Community Redevelopment Agency was created by Miami-Dade County and City of North Miami ordinances in FY 2004-05 (fiscal years end on September 30<sup>th</sup>). Its powers are defined by Chapter 163 of the Florida Statutes as delegated and modified by an Interlocal Cooperation Agreement between the City of North Miami, the CRA, and Miami-Dade County dated September 1<sup>st</sup>, 2005. The Mayor and City Council members serve as the Board of Commissioners for the CRA.

The CRA received its first year tax increment in December 2005 from the City of North Miami and from Miami-Dade County totaling \$2,465,325. The CRA's first fiscal year covers the period starting on October 1, 2005 and ending on September 30, 2006. As attachments to this RFP please note a CRA budget summary that describes the FY 2005-06 budget and the agency's internally compiled financial statements as of June 30, 2006.

## **II. EVALUATION OF PROPOSALS - CRITERIA**

### **A. Evaluation and Award**

Proposals will be evaluated on the basis of the scoring of the proposals as to technical merit based on responsiveness to the requested scope of services and engagement requirements as outlined in this RFP and on the basis of the scoring of the proposals as to price. The scoring based of the technical submission will comprise not less than 60% of the total score, and the scoring based on price will comprise not more than 40% of the total score. The CRA will begin negotiations with the highest ranked institution and reserves the right to negotiate with other respondents should those negotiations not be successful.

### **B. Proposal Format**

In order to assist the CRA and First Southwest Company in reviewing the responses, each proposal should include the following information:

- (1) Legal name of the proposer and primary contact person (include address, telephone, facsimile number, and e-mail address).
- (2) A technical submission that addresses and describes the proposer's plan to provide the services and meet the requirements as delineated in Section I.B.2 of this RFP.
- (3) A price submission that presents and describes in detail all fees and expenses which the CRA will be responsible to pay to the proposer. The amounts stated in the proposal shall represent the maximum amounts payable to the proposer.

Conditions - Provide a listing of all conditions, covenants, terms or restrictions, other than those specified in this RFP, which would be included in your commitment to provide the services requested in this RFP.

## **III. INSTRUCTIONS TO RESPONDENTS**

- A. Respondents shall thoroughly examine and be familiar with the RFP specifications. Failure of any Respondent to receive or examine this document shall in no way relieve any Respondent of obligations pertaining to this RFP or the subsequent contract.

- B. Any modifications from the stated terms and conditions can result in the rejection of the proposal as not being responsive to this RFP.
- C. Delivering the proposal to the CRA on or before the specified date and time will be solely and strictly the responsibility of the Respondent. The CRA will in no way be responsible for delays caused by the United States Postal Service, or other courier services, or a delay caused by any other occurrence. Offers by telephone or fax will not be accepted.
- D. The response deadline shall be strictly observed. Under no circumstances will a proposal delivered after the time specified be considered. Such RFPs will be returned to the Respondent unopened.
- E. Respondents will not be allowed to withdraw or modify their proposal for a period of forty-five (45) days after the opening time and date.
- F. The CRA reserves the right to reject the proposal of any Respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the CRA, is not in the position to perform properly.
- G. Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
- H. No successful Respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the CRA, which authorization may be withheld by the CRA in its sole discretion.
- I. Changes to the RFP may be made by and at the sole discretion of the CRA.
- J. Warranties - The Respondent, in submission of its proposal, warrants to the CRA that it will comply with all applicable federal, state and local laws, regulations and orders in providing the services under the proposed documents.

#### **IV. TENTATIVE SCHEDULE**

The CRA will attempt to adhere to the following schedule:

October 27, 2006      RFP Issued

November 1, 2006      Pre-Proposal Conference at the CRA Office

- November 3, 2006 Requests for Clarifications or Additional Information  
Due prior to 2 P.M. EDT
- November 17, 2006 Written responses due prior to 2:00 P.M. EDT
- November 22, 2006 Determination of Proposal Rankings
- November 28, 2006 Resolution before the CRA Board for contract award

The CRA reserves the right to alter scheduled dates if necessary.

## **V. OTHER INFORMATION**

- A. The CRA reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal or in the RFP process, and to accept or reject any items or combination of items. The award will be to the institution whose response complies with all of the requirements set forth in this RFP and whose proposal, in the sole opinion of the CRA, is best taking into consideration all aspects of the Respondent's proposal.
- B. In the event that the successful Respondent does not execute a contract within a time frame acceptable to the CRA, the CRA may give notice of intent to negotiate with the next most qualified Respondent or to solicit new proposals and may proceed to act accordingly.

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