

## **PROPOSED SELECTION CRITERIA**

The documentation of each proposal will be examined to determine the responsiveness of each. A proposal will be considered responsive if it contains, as a minimum, the Mandatory Elements outlined below. Failure to provide the required mandatory information shall disqualify any such proposal and such proposal will not be considered.

The Audit Committee members will individually review and evaluate the proposals provided by the responsive, qualified firms, based on the approved selection criteria.

### **Non-Monetary Evaluation Criteria**

Proposals will be evaluated using the criteria outlined below.

- Mandatory Elements (20 points)
  - The audit firm is independent and licensed to practice in Florida.
  - The audit firm's professional personnel have received adequate continuing professional education within the preceding (2) years in accordance with the requirements of the Florida State Board of Accountancy and *Government Auditing Standards*.
  - The firm has no conflict of interest with regard to any other work performed by the firm for the City.
  - The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
  - The firm adheres to the instructions in this Request for Proposals for preparing and submitting the proposal.
  - In the past five years, the audit firm shall have generated a minimum of 25% of the firm's business from governmental audit work.
- Expertise and Experience (20 points)
  - The firm's experience and performance on comparable government engagements, including recognized CAFR awards of their clients. (Name and contact information is to be provided in the response to the RFP of the chief executive officer and Finance Director of at least five recent governmental audit clients).
  - The quality and experience of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
  - The firm's experience in providing financial reporting to government securities underwriting.

- Audit Approach (25 points)
  - Adequacy of qualified staffing plan for various segments of the engagement
  - Adequacy of sampling techniques
  - Adequacy of analytical procedures

**Monetary Evaluation Criteria**

- Fee Proposal (35 points)