



***Finance Committee Meeting***  
**October 31, 2022 at 4:30 P.M. (CT)**  
**[Join via Microsoft Teams Meeting](#)**  
or by phone at 561-570-4464 Conference ID: 822 308 605#  
or in person at 4636 Highway 90, Suite K  
Marianna, FL 32446 - Community Room  
Richard - (850) 557-2441; Tabettha - (850) 633-2731

## **AGENDA**

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. ELECTION OF CHAIR
- IV. REQUEST FOR AUDITING RFP APPROVAL
- V. ADJOURNMENT

### **Finance Committee Members**

Tracy Andrews  
Travis Ephriam  
Donnie Read  
Sandy Spear  
Kristy Terry

## **RFP ISSUED**

The RFP was issued as normal with information going out to those entities that have requested to be notified when we issue an RFP, ITN, or other form of bid. We also posted on the website and advertised as normal.

Two firms submitted written questions prior to the deadline for questions. These questions were answered via a posting on the website per the requirements of the RFP.

The deadline for submission was 3 PM CT Friday, October 14, 2022. The RFP included the following requirement:

*“Your Proposal should be addressed as follows:*

*Richard Williams, Executive Director  
CareerSource Chipola  
4636 Highway 90 East, Suite K  
Marianna, FL 32446*

*Proposals should be submitted in a sealed envelope clearly marked in the lower-left hand corner with the following information: SEALED PROPOSAL For Audit Services 2022 Failure to do so may result in a premature disclosure and/or rejection of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by CareerSource Chipola by the date and time specified. Late proposals will not be considered.”*

## **RESPONSES**

There was no requirement that audit firms notify us of their intent to respond to the RFP. We did have one firm notify us that due to current responsibilities they were going to decline to respond.

We received one proposal a few days prior to the deadline.

We received the response from the second firm on Monday, October 17, 2022. It was submitted to Fed Ex for delivery October 13, 2022. The packaging indicated it was sent “Overnight.” Due to the circumstances the Executive Director reviewed the RFP again and researched similar situations. The Executive Director and the Finance Director agree the RFP requires the documents to be in our possession by the deadline.

Our normal operating procedure for bids missing the deadline when the bid document states they will not be accepted after the deadline is to decline the package, return the package unopened, or to destroy the package unopened. The firm has been asked if they would like the package returned or if they would like us to destroy the package. We have not received a response as of this date. If we do not receive a response by this Friday we will destroy the package unopened.

## **RESPONSIVE BID**

The only responsive bid was from James Moore. The Executive Director and the Finance Director agree the bid is responsive and does meet the requirements as set forth in the RFP.

One issue of importance is the bid does meet the requirement that a new lead be established for the audit since James Moore has been auditing the organization for the previous five years.

As the bid is the only responsive bid, a grading sheet was not completed because no comparison of scores is possible between firms.

The Executive Director and Finance Director agree:

- The proposal is responsive.
- The firm does have sufficient prior auditing experience including programs operated by CareerSource Chipola.
- The firm is of adequate size to handle the work required.
- The staff qualifications are sufficient and meet the requirements of the RFP.
- The firm does have a solid understanding of the work to be performed.
- The proposed costs are allowable but do represent a significant increase over past audit expenses.

## **COST**

*Year one:*

Item	Current Agreement	RFP Response	Notes
Audit	\$16,500	\$23,000	
Cash to Accrual		\$1,500	
Form 990	\$1,000	\$1,750	
GASB 87 Implementation		\$2,000	New Federally Required Process
Total	\$17,500	\$23,000	

Year two total: \$28,350

Year three total: \$29,450

Year four total: \$30,550

Year five total: \$31,650

## **RECOMMENDATION**

Staff recommends the board take one of two actions listed below.

- Accept the proposal from James Moore and give the Executive Director the authority to negotiate and execute a contract with the firm. Also direct the Executive Director to issue a new RFP if negotiations are unsuccessful.

Or

- Direct staff to immediately issue a new RFP.