

**VILLAGE OF SEA RANCH LAKES (“VILLAGE”)**  
**1 Gatehouse Road, Sea Ranch Lakes, Florida, 33308**  
**Telephone 954-943-8862**

**REQUEST FOR PROPOSAL**

**Sealed proposals will be received until October 15th, 2pm, 2024 in the Office of the Village Clerk, located in the Village of Sea Ranch Lakes, Village Hall, 1 Gatehouse Road, Sea Ranch Lakes, Florida, 33308. Subject to Florida’s public records laws, Proposals will be publicly opened and read aloud immediately thereafter in the Office of the Village Clerk for:**

**“PROFESSIONAL EXTERNAL AUDIT SERVICES”**  
**RFP No. 2024-01**

**QUESTIONS ABOUT THE RFP: Questions regarding the project or the proposal process shall be directed in writing to the Village Clerk, Village of Sea Ranch Lakes, Village Hall, 1 Gatehouse Road, Sea Ranch Lakes, Florida, 33308, by fax 954-943-5808, or by email to [spaton@vsrl.us](mailto:spaton@vsrl.us) no later than October 15th, 2pm, 2024. Failure by the Village to respond to an inquiry shall not excuse a late or incomplete submission.**

The Village desires to hire an auditing firm for Professional External Auditing Services (“**Scope of Services**”). **The full Scope of Services is attached hereto as Exhibit “A”.**

Contractor shall furnish all services, and labor necessary to perform the Scope of Services. Proposer represents to Village, with full knowledge that Village is relying upon these representations when submitting a proposal, that Proposer has the professional expertise, equipment, experience, and manpower to perform the services requested.

Bidding blanks, filing instructions, and specifications may be obtained in the Office of the Village Clerk.

It will be the sole responsibility of the Proposer to clearly mark proposal as such, and ensure that the proposal reaches the Village prior to the opening date and time listed. **One (1) original, three (3) copies, and a digital copy (flash drive)** must be submitted in sealed packaging and clearly marked “**Sealed Proposal RFP No. 2024-01 Professional External Auditing Services**” on all packaging, including any outer shipping package or envelope.

As a prerequisite for considerations, applicants must furnish evidence of having a minimum of five (5) years’ experience in providing services similar to the Scope of Services, attached hereto as **Exhibit “A”**. Pursuant to the requirements of Section 287.133, Florida Statutes, all qualifiers are subject to those provisions of Florida law pertaining to Public Entity Crimes and the Convicted Vendor List.

Pursuant to Florida law, all responses to this Request for Proposal are exempt public records until thirty (30) days after opening, or award of proposal, whichever is sooner.

The Village reserves the right to reject any and all proposals, to waive any and all informalities and irregularities, and to accept or reject all or any part of any proposal as they deem to be in the best interest of the citizens of the Village, or the Village may reject proposals and re-advertise.

Starr Paton, Village Clerk

Advertised: \_\_\_\_\_

## SECTION 1: INSTRUCTIONS TO PROPOSERS

The following instructions are given for the purpose of guiding Proposers in properly preparing a proposal. These directions have equal force and weight with the specifications and strict compliance is required with all of these provisions.

1. **QUALIFICATIONS OF PROPOSERS:** The Proposer must possess at least five (5) years demonstrated experience in providing services related to the Scope of Services, attached hereto as **Exhibit "A"**. The Proposer must have experience in providing services to Florida counties and municipalities.
2. **PERSONAL INVESTIGATION:** Proposers shall satisfy themselves by personal investigation as to the conditions affecting the proposed Scope of Services and the cost.
3. **INCONSISTENCIES:** Any seeming inconsistency between different provisions of specifications, proposal or contract, or any point requiring explanation must be inquired into by the Proposer, in writing, at least five (5) days prior to the time set for opening Proposals.
4. **INTERPRETATIONS:** Proposers must request from the Village Clerk or Village designee interpretation regarding the meaning of the specifications or other contract documents in writing. To be considered, such request must be received at least five (5) days prior to the date fixed for the opening of proposals.
5. **PUBLIC ENTITY CRIMES -** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
6. **DISCRIMINATORY VENDOR LIST:** An entity or affiliate who has been placed on the Florida Department of Management Services' Discriminatory Vendor List may not submit a bid.
7. **LEGAL CONDITIONS:** Proposers are notified to familiarize themselves with the provisions of the any applicable laws, regulations, ordinances, or provisions in the Charter of the Village of Sea Ranch Lakes. The Successful Proposer shall comply with any and all applicable laws, regulations, and ordinances.
8. **FORMS OF PROPOSALS:** Each Proposal must include all completed forms included in this RFP and listed in "SECTION 8: PROPOSAL PACKAGE" and must include all information to cover all items required for the Proposal. The Proposal must be signed by one duly authorized to do so.
9. **BID BOND:** A bid bond is not required for this project.
10. **PROPOSALS FIRM FOR ACCEPTANCE:** Proposer warrants, by virtue of bidding, that the Proposal will be firm for acceptance by the Village of Sea Ranch Lakes for a period of ninety (90) days from the date of proposal opening.
11. **WITHDRAWALS:** Any Proposer may withdraw its proposal prior to the date/time proposals will be received.
12. **CAUSES FOR REJECTION:** No Proposal will be canvassed, considered, or accepted which, in the opinion of the Village Administration, is informal or unbalanced, or contains inadequate information.
13. **REJECTION OF PROPOSALS:** The Village reserves the right to reject any Proposal if the evidence submitted by the Proposer, or if the investigation of such Proposer, fails to satisfy the Village that such Proposer is properly qualified to carry out the obligations and to complete the services contemplated.

14. AWARD OF PROPOSAL: The Village will award the Proposal to the most responsible and responsive Proposer judged by the Village to be most advantageous to the Village based on the best value to the Village.

15. AGREEMENT: The Proposer to whom award is made shall execute a written Agreement to perform the services. The form of Agreement is attached hereto, and will include specific insurance and indemnification requirements.

16. PAYMENT: Payment will be made as provided in the Agreement.

17. AUDIT OF PROPOSER’S RECORDS: Upon award, the Village reserves the right to conduct any necessary audit of the Proposer's records. Such an audit, or audits, may be conducted by the Village or its representatives at any time prior to final payment, or thereafter, for a period up to three (3) years.

18. Proposers should prepare their submittals simply and economically, providing a straightforward and concise description of the proposer’s ability to meet the requirements of the RFP.

19. QUESTIONS ABOUT THE RFP: Questions regarding this RFP shall be directed as referenced on Page 1.

20. LOBBYISTS: Pursuant to Broward County Ordinances, Lobbyists, and any of their principals or employers attending such meeting, are required to complete a Contact Log contemporaneously with the meeting.

21. PROTESTS: By submitting a proposal to this RFP, the Proposer thereby waives any and all rights to protest the Village’s award.

**SECTION 2: GENERAL INFORMATION**

1. For the purposes of this Request for Proposal, the “Proposer” shall mean contractors, consultants, respondent, organizations, firms, or other persons submitting a response to this Request for Proposal. The “Successful Proposer” means the proposer to whom the Village makes an award.

2. The Village anticipates awarding a single contract to the proposer chosen, but reserves the right to award in any fashion it, in its sole determination, decides is in its best interest.

**SECTION 3: SCOPE OF SERVICES**

- 1. Please see attached **Exhibit “A”**

**SECTION 4: SELECTION PROCESS**

The Selection Committee will evaluate the proposals, references, and company information provided by Proposers, as contained in their submittals. The score shall be determined by the Committee at a meeting. The Selection Committee will rank proposers and issue a recommendation to the Village Council. Please contact the Village Clerk for more details.

**Scoring Criteria**

<b>Criteria</b>	<b>Weight</b>
Qualifications & Experience of Key Personnel	30%

Price	30%
Project Understanding and Approach	40%
<b>Total</b>	<b>100%</b>

**SECTION 5: GOVERNING LAW**

Proposers will agree that the contracts shall be governed by the laws of the State of Florida. Venue will be Broward County.

**SECTION 6: PROPOSAL PACKAGE**

Each Proposer is required to complete and submit the following information with their proposal:

- A. Proposal Information Form
- B. Summary of Qualifications. This portion of the Proposal should identify the key personnel that will be working on the project, as well as outlining their qualifications and experience.
- C. Drug-Free Workplace Form
- D. Non-Collusion Affidavit
- E. Letter of proposal including Price for the Scope of Services. This portion of the package also may contain any information the Proposer believes will be useful in the Village’s evaluation of its qualifications.
- F. References
- G. Documentation from State of Florida Division of Corporations confirming that Proposer is authorized to do business in the State of Florida
- H. Copy of any current professional licenses or certifications, as required.
- I. Scrutinized Company Certification, Pursuant to Florida State Statute 287.135

**EXHIBIT A**  
**SCOPE OF SERVICES**

The Village is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the three fiscal years ending September 30, 2024 through September 30, 2027. The Village, in its sole and absolute discretion, may exercise an option to extend the contract for additional fiscal years. Any extension of the contract by the Village shall be in accordance with the same terms and conditions as the initial three (3) year term.

The Audit shall be performed in compliance with Section 218.39, Florida Statutes and the requirement of:

- Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and the standards as set forth by the Government Accounting Standards Board.
- The U.S. General Accounting Office's Government Auditing Standards.
- Chapter 10.550, Rules of the Auditor General.
- The Florida Department of Banking and Finance.
- Single Audit Act of 1984 and Single Audit Act Amendments of 1996, and the Florida Single Audit Act, Section 215.97, Florida Statutes.
- The U.S. Office of Management and Budget (OMB) Circular A-133 and Supercircular.

The auditor will be required to issue the following reports:

- A report on the fair presentation of the financial statements of the Village in conformity with accounting principles generally accepted in the United States.
- A report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Governmental Auditing Standards.
- A report on compliance with laws and regulations.
- Management Letters, as required by Section 218.39(4), Florida Statutes.
- A report on compliance with requirement that could have a direct and material effect on each major federal program and state project and on internal control over compliance in accordance with OMB Circular A-133 and Supercircular and Chapter 10.550, Rules of the Auditor General. To include schedules of expenditures of Federal Awards and State Financial Assistance, Notes to the Schedule, and Schedule of Findings and Questioned Costs.
  - a) The data collection form submitted to the Federal Audit Clearing House as required by OMB Circular A-133 and Supercircular.
  - b) The auditor will be required to review the Annual Financial Report to the

Department of Financial Services, in accordance with Section 218.32, Florida Statutes.

The auditor will be requested to grant permission to use the auditor's opinion in the official statement of any future debt issues, if necessary. No additional compensation will be considered for this provision unless their use requires additional certification or services on the part of the firm.

If it becomes necessary for the Village to request the auditor to render any additional services as a result of significant changes in scope or other auditing services, such additional work shall be performed upon request of the Chief Financial Officer, and with approval of the Village Council, if required. Fees for any such additional work agreed to between the Village and the auditor shall be negotiated. However, the Village requests that proposers provide a list of their standard fees for services, in their sealed proposal as part of this proposal.

## **RESPONSIBILITIES, ASSISTANCE PROVIDED, AND TIME REQUIREMENTS**

The firm selected shall submit progress reports to and/or hold periodic meetings with appropriate Village staff. The information provided in these reports/meetings should be sufficiently detailed to provide assurance that the respective audit is on schedule, noting achievements and problems which will have a potential effect on the schedule.

- The auditor shall discuss any comments to be included in the management letters with the Chief Financial Officer, or designee, as the item is noted or during the progress reports and/or periodic meetings.
- At the completion of each audit, an exit conference will be held. The meeting will be conducted by the lead auditor on the engagement. During the exit conference, findings and recommendations will be discussed and ample time will be provided to respond in writing to these findings. Responses will be incorporated into the final reports and Comprehensive Annual Financial Report ("CAFR").
- Final reports shall be submitted to the Village Council no later than February 28<sup>th</sup> of each year.
- The Auditor shall furnish to the Village an electronic version of the CAFR, which is to be submitted to the Government Finance Officers Association for review in connection with the Achievement for Excellence in Financial Reporting Program. An electronic, print-ready copy of the final CAFR must be provided to the Village no later than February 28<sup>th</sup> of each year.
- All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Village of the need to extend the retention period. The auditor will be required to make working papers available, upon request, without charge, to any federal, and/or state agency.
- The firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.
- The Chief Financial Officer and staff will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of

confirmations will be the responsibility of the Village.

- Although Village staff is competent and capable of preparing the CAFR, the Village intends for the selected firm to produce the CAFR in electronic format, with assistance from Village staff. The Village will be responsible for providing the Transmittal Letter, Management's Discussion & Analysis and the Statistical Section of the CAFR; all to be in an agreed-upon electronic format. Pro-formas and editing will be the responsibility of the Auditor. The Village is responsible for printing the final CAFR.

**PROPOSAL PACKAGE ATTACHMENT A**

**PROPOSAL FORM**

Proposal of

---

(Company Name)

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(Address, Village, State, Zip, Phone Number)

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(Contact Person Name)

---

(Contact Person Email)

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(Company Person Phone Number)

TO: Village of Sea Ranch Lakes  
Attention: Village Clerk

1 Gatehouse Road, Sea Ranch Lakes, Florida, 33308

The undersigned, as Proposer, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other persons than herein mentioned has any interests in the Proposal of the contract to which the services pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making Proposals and that the Proposal is in all respects fair and made in good faith without collusion and fraud.

The Proposer further declares that he/she has examined the Request for Proposal and understands the Work that is desired, that he/she has made sufficient investigations to fully satisfy himself/herself that such labor and/or materials are available, and he assumes full responsibility therefore; that he/she has examined the specifications for the Work and has the labor and/or materials to perform the services.

The Proposer proposes and agrees, if this Proposal is accepted, to begin the project no later than thirty (30) days of the award of the proposal to Proposer.



**PROPOSAL PACKAGE ATTACHMENT B**

**SUMMARY OF QUALIFICATIONS**

Number of years your company has been in business performing \_\_\_\_\_ including \_\_\_\_\_:

List of similar services provided, and dates of completion:

Project	Date Completed	Contact Name/Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has this company ever failed to complete services awarded to it?\_\_\_\_\_. If yes, where, when and why?  
\_\_\_\_\_

Will this company be using subcontract labor?\_\_\_\_\_ If yes, name of primary subcontractor.  
\_\_\_\_\_

Provide Written Description Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached Company Brochure or Fact Sheet (if available).

Insurance limits:

- A. Workmen’s Compensation - limit per accident \$ \_\_\_\_\_
- B. Comprehensive General Liability - limit per occurrence \$ \_\_\_\_\_
- C. Business and Automotive liability- limit per occurrence \$ \_\_\_\_\_
- D. Other: \$ \_\_\_\_\_

(Proposer will be required to furnish documentation if awarded the contract)

PROPOSER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

**PROPOSAL PACKAGE ATTACHMENT C**

**DRUG-FREE WORKPLACE CERTIFICATION OF COMPLIANCE**

The undersigned Proposer (firm) in accordance with Chapter 287.087, Florida Statutes, hereby certifies that \_\_\_\_\_ does:

(Name of Company)

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are under proposal a copy of the statement specified in subsection (1).
4. Notify the employee that in accordance with the statement specified in subsection (1), as a condition of working on the contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employer's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

STATE OF FLORIDA            )  
  ) SS:

COUNTY OF \_\_\_\_\_ )

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared by means of \_\_\_ physical presence or \_\_\_ online notarization \_\_\_\_\_ as \_\_\_\_\_, of \_\_\_\_\_, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Agreement as the proper official of \_\_\_\_\_ for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He/She is personally known to me or has produced \_\_\_\_\_ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

**PROPOSAL PACKAGE ATTACHMENT D  
NON-COLLUSION AFFIDAVIT**

The undersigned individual, being duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ of \_\_\_\_\_ the Proposer that has submitted the attached Proposal;
2. He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Agreement for which the attached Proposal has been submitted, or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached RFP, or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal or the response of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the Village of Sea Ranch Lakes, Florida or any person interested in the proposed Agreement; and
5. **The cost Proposals in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

STATE OF FLORIDA                    )  
  ) SS  
COUNTY OF \_\_\_\_\_ )

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared by means of \_\_\_ physical presence or \_\_\_ online notarization \_\_\_\_\_ as \_\_\_\_\_, of \_\_\_\_\_, an organization authorized to do business in the State of Florida, and acknowledged and executed the foregoing Agreement as the proper official of \_\_\_\_\_ for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

**PROPOSAL PACKAGE ATTACHMENT I**  
**CERTIFICATION PURSUANT TO FLORIDA**  
**STATUTE § 287.135**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,

**Print Name and Title**

**Company Name**

certify that \_\_\_\_\_ does not:

**Company Name**

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and

Submitting a false certification shall be deemed a material breach of contract. The Village shall provide notice, in writing, to the Contractor of the Village's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the Village's determination of false certification was made in error then the Village shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the Village from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Company Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the Village for goods or services may be terminated at the option of the Village if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

**Must be executed and returned with the returned Proposal.**