



Finance Committee Meeting

May 23, 2011

Selection of Audit Services Award

Item II

Background:

The Juvenile Welfare Board issued an RFP for Auditing Services in April, requesting proposals from qualified firms of certified public accountants to audit its financial statements for a term of five years, beginning with the fiscal year ending September 30, 2011.

The RFP notification was mailed to thirteen (13) independent audit firms and was also advertised in the St. Petersburg Times on April 8th. On April 29th, six proposal responses were received from applicants. They included the following firms:

1. Carr, Riggs & Ingram, LLC
2. Cherry, Bekaert & Holland, LLP
3. Crowe Horwath, LLP
4. Mayer, Hoffman, McCann, PC
5. Powell & Jones, CPA
6. Purvis Gray & Company, LLP

An Evaluation Committee was convened to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm. The Honorable Bob Dillinger, member of the JWB Finance/Audit Committee, Lisa Sahulka, Sue Walterick, Lynn De la Torre, and Danielle Berche comprised the Evaluation team. On May 9th, the Evaluation Committee held a public meeting to discuss and record scores based on the responses.

Besides General Minimum and Mandatory Requirements, the proposals were evaluated using four sets of criteria. All firms had their proposals evaluated and scored for technical qualifications. Loss of points could occur for any non-submitted items. Price is not the primary factor in the process, but is built in as part of the criteria.

<u>FACTOR</u>	<u>POINT RANGE</u>
Minimum Requirements.....	loss of up to 3 points if missing
Mandatory Elements.....	loss of up to 5 points if missing
Expertise & Experience.....	0 – 40 points
Audit Approach.....	0 – 30 points
References	0 – 10 points
Price.....	0 – 20 points

The chart below summarizes the scores.

	Carr, Riggs & Ingram	Mayer, Hoffman, McCann	Cherry, Bekaert & Holland	Crowe Horwath	Powell & Jones	Purvis Gray & Company
Minimum Items	0.0	0.0	0.0	0.0	(5.0)	0.0
Mandatory Elements	(25.0)	0.0	0.0	0.0	0.0	0.0
Expertise & Experience	168.0	196.9	196.5	183.9	183.6	182.1
Audit Approach	132.5	150.0	150.0	144.5	144.0	145.5
References	48.0	50.0	50.0	50.0	48.0	50.0
Price	20.0	15.0	18.0	15.0	19.0	18.0
TOTAL	343.5	411.9	414.5	393.4	389.6	395.6

Based upon these scores, the Evaluation Committee recommends that Cherry, Bekaert & Holland, LLP be awarded the contract for providing professional auditing services for fiscal years ending September 30, 2011 through fiscal year September 30, 2015. The Finance Committee is asked to review and approve the recommendation to negotiate a contract with Cherry, Bekaert & Holland.

Cherry, Bekaert & Holland (CB&H) ranks as one of the Top 30 largest CPA firms in the nation and is the largest nationally recognized accounting firm with a primary focus on serving government organizations. It was established in 1947 and has offices in the southeast from Florida to Virginia. With a government focus and the largest government staff of any firm in the local area, they are dedicated to the government industry. The proposal was submitted by John Gilberto, partner with CB&H, who has over 22 years of experience in public accounting. Mr. Gilberto serves as partner on the Cities of St Petersburg and Pinellas Park, Florida; Lee and Sarasota School Boards and the Sarasota Airport.

Staff Resources: Lynn De la Torre, Senior Accountant
Danielle Berche, Associate Finance Director