

# AUDITOR SELECTION COMMITTEE FORM FOR EVALUATING AUDITOR PROPOSALS

## MANDATORY CRITERIA VERIFICATION MATRIX

### MANDATORY EVALUATION CRITERIA\*

FIRM	A	B	C	D	E	F	G	ALL CRITERIA MET? Y or N

\*Refer to listing of mandatory elements below.

**PLEASE NOTE THE AUDIT FIRM MUST FIRST MEET ALL MANDATORY REQUIREMENTS BEFORE GOING ANY FURTHER.**

**IF THE FIRM DOES NOT MEET THE MANDATORY CRITERIA, PLEASE STOP AND DO NOT GO ANY FURTHER!!**

### Mandatory Criteria:

- A. The firm must have been established as a legal entity, be licensed in the State of Florida, and the principals of the firm must have performed continuous certified public accounting services for a minimum of five (5) years. ***If yes, responsive and responsible, if no, then not the case.***
- B. The firm must meet the independence and education requirements of the *Government Auditing Standards* issued by the Comptroller General of the United States. ***If yes, responsive and responsible, if no, then not the case.***
- C. The firm must have no record of substandard work. ***If yes, responsive and responsible, if no, then not the case.***

- D. The firm working on the audit must have governmental audit experience, including experience auditing Federal and State financial assistance programs. Experience including Federal Highway Administration Unified Planning Work Program Planning grants and Federal Transit Administration Unified Planning Work Program Section 5305d grants would be helpful. ***If yes as to underlined text, responsive and responsible; if no, then not the case.***
- E. All individuals who will be working on the audit must meet the requirements of Chapter 3 GAO, *Government Auditing Standards for Continuing Professional Education*. ***If yes, responsive and responsible, if no, then not the case.***
- F. References of three (3) governmental clients of the proposing office, including name, title and phone number. ***If adequate information provided, then yes, responsive and responsible; if no, then not the case.***

**Other Criteria:**

- G. The audit is to be completed, and the partner in charge of the audit must be available to present the final report to the TPO Executive Committee and TPO Governing Board during its regular scheduled meeting. ***This could be a disqualifier at a later stage of the process.***

**TECHNICAL CRITERIA  
RATING MATRIX  
TECHNICAL EVALUATION CRITERIA\***

FIRM	A	B	C	TOTALS

## Technical Qualifications Criteria:

### A. Corporate Qualifications

**20 points**

- Firm's independence and license to practice in Florida.
- Firm's professional personnel have received adequate continuing governmental education within the prior two (2) years.
- Inclusion of a copy of the most recent AICPA Quality Review control peer review report and the firm's record of quality audit work.
- Agreement to meet the TPO's general contract terms and conditions.

### B. Technical Qualifications (Expertise and Experience)

**40 points**

- Firm's past experience and performance on comparable Engagements.
- Size of governmental audit staff.
- Qualification and experience of proposed key engagement team members to be assigned to the engagement and quality of firm's management support personnel available for technical consultation.
- Firm's past experience and performance with governmental audits.
- Firm's past experience and performance with single audits and tests of compliance with laws and regulations.
- Information on the results of any Federal or State desk reviews or field reviews of audits during the past three (3) years and any disciplinary action taken or pending against it with State of Florida regulatory bodies or professional organizations.
- Ability to perform additional services and provide technical support throughout the period of the engagement.

### C. Management Plan/Audit Approach

**20 points**

- Adequacy of proposed staffing plan.
- Approach to the audit - work plan.

