



WLM 2021-02

To: Executive Committee

From: Walter L. Lacey, CPA, Accounting Manager, River to Sea TPO

Date: May 27, 2021

Re: Audit Services – Request for Proposals (RFP)

As a recipient of federal funding, the River to Sea TPO is required to contract with an independent auditing firm to annually complete an audit of finances as required by Section 163.01(5)(q) of the Florida Statutes and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The existing contract with Brent Milliken and Company for audit services expires on June 30, 2021.

Utilizing the process outlined in the River to Sea TPO Procurement Manual, the following activities were initiated to solicit firms as part of the Request for Proposals (RFP):

- Legal ads for the RFP were published in the Daytona Beach News Journal & the Palm Coast Tribune on April 13 and 14, 2021 respectively.
- The RFP was posted to the River to Sea TPO web site home page from April 13, 2021 through May 7, 2021.
- A question and answer period related to the Scope of Services was made available for interested firms from April 26th through April 28th, 2021 (no inquiries were received).
- Five direct solicitations to firms were sent notifying them of the RFP.
- Deadline for proposals was 12:00 noon, Friday May 7, 2021.

The River to Sea TPO received one proposal in response to the advertising effort.

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

The following sections of the Purchasing Manual address the receipt of proposals:

Page 27, Section 11 E.2.g. – Formal Competitive Award Process, “If there are fewer than three (3) respondents, the Selection Committee will determine whether to use the responses received or re-advertise.”

Page 28, Section 11 E.3.b. – Formal Competitive Award Process, “In the event only one responsive proposal is received, the R2CTPO reserves the right to award to the sole proposer, direct staff to re-advertise the RFP with or without making changes to the evaluation factors, or elect not to proceed.”

The Audit Selection committee for this RFP met and reviewed the overall solicitation process. Consideration was given to the following:

- The current provider of services notified the TPO that they were unable to respond to the solicitation due to staffing shortages.
- Guidance from FDOT staff indicates that there’s no minimum requirement for the receipt of proposals and that M/TPO’s are expected to follow their adopted procedures.
- Communication with peer agencies indicated similar experiences regarding the solicitation of auditing services (Space Coast Area TPO suspended their solicitation due to a lack of responses).

After weighing all factors, the selection committee for the RFP for audit services recommends approval to authorize negotiations with James Moore and Company.