



RFP 2021-01: Audit Services Evaluation Criteria

Selection Committee Member Name: _____

Proposal Submitted by: _____

Evaluation Criteria (See page 2 for Criteria Descriptions)	A. Points Awarded (0 - 5)	B. Multiple Factor	Total Points (A x B)	Total Points Possible
Corporate Qualifications		4		20
Technical Qualifications (Expertise and Experience)		8		40
Management Plan/Audit Approach		4		20
Value of Services Provided		4		20
Total				100

Notes

Evaluation Criteria

Corporate Qualifications

- Firm's independence and license to practice in Florida
- Firm's professional personnel have received adequate continuing governmental education within the prior two 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
- Firm's adherence to the instructions in this RFP – organization, clarity, responsiveness of the proposal
- Agreement to meet Organization's general contract terms and conditions

Technical Qualifications (Expertise and Experience)

- 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 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

Management Plan/Audit Approach

- Adequacy of proposed staffing plan
- Approach to the audit - work plan
- Adequacy of study and evaluation of internal accounting and administrative controls
- Description of areas proposer thinks will require special attention
- Adequacy of analytical and substantive procedures
- Description of proposer's approach in preparing management letters

Value of Services Provided

- Flat rate audit fee (Proposal Cost vs Services Provided/Needed)
- Hourly rates of each level of staff assigned to the job
- Location of Firm