



Municipal Service Benefit District
P.O. Box 30252 • Doctors Inlet, FL 32030

**REQUEST FOR QUALIFICATIONS & PROPOSALS FOR ANNUAL FINANCIAL
AUDIT SERVICES**

Sealed qualification proposals for Annual Financial Audit Services will be received by mail at Lake Asbury Municipal Service Benefit District, P. O. Box 30252, Doctors Inlet, FL 32030 on or by: **October 1, 2010, No Later Than 3:00 P.M. (EST).**

Proposals will be opened at a District's Board Meeting on or about October 4, 2010.

All sealed proposals that are timely received will be publicly opened. Proposals received after the cut-off date and time will not be considered. The Post Office Date Stamp shall be conclusive as to the timeliness of filing. The District is not responsible for the U.S. Mail or Private Couriers in regard to mail being delivered by a specified time so that a proposal can be considered.

SCOPE OF SERVICES: LAKE ASBURY MUNICIPAL SERVICE BENEFIT DISTRICT (LAMSBD) is soliciting the services of an independent certified public accounting firm to provide annual external independent financial auditing services to the District for a period up to five (5) years beginning with an audit of the financial statements of the District for its fiscal year ending September 30, 2010.

The Request for Qualifications packet is available for pick-up or will be mailed or transmitted electronically to your office upon request.

Contact: Lake Asbury Municipal Service Benefit District
P. O. Box 30252
Doctors Inlet, FL 32030
Telephone: (904) 864-7709
Attention: Carl E Kocher, Chairman

Office Hours: MONDAY – FRIDAY, 8:00 A.M. TO 3:00 P.M.

It is the policy of Lake Asbury Municipal Service Benefit District that Minorities and Women Business Enterprises (MBE/WBE) shall have the maximum practical opportunity to participate in the competitive process of supplying services to the District.

The District reserves the right to reject any or all proposals, to waive informalities, and to re advertise.

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 Bid on a Contract to provide any goods or services to a public entity, may not submit a Bid on a Contract with a public entity for the construction or repair of a public building or public work, 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 in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

Applicants and individuals acting on behalf of such applicant should not lobby the District's personnel or Board members since such activity will result in the rejection and disqualification of said applicant for the District Auditor position. For purposes of this Request for Proposals, the term "lobbying" is defined as an action taken by an individual, firm, association, joint venture partnership, syndicate, corporation or others seeking to influence the selection process by or through the District's Board Members or personnel after the initial publication of this Notice and through the time that an award recommendation is issued by the District's Board of Supervisors.

BY THE ORDER OF THE BOARD OF TRUSTEES OF THE LAKE ASBURY MUNICIPAL SERVICE BENEFIT DISTRICT.

Publish: September 13, 2010

LAKE ASBURY MUNICIPAL SERVICE BENEFIT DISTRICT
REQUEST FOR QUALIFICATIONS & PROPOSALS – AUDIT SERVICES

Lake Asbury Municipal Service Benefit District (LAMSBD) is requesting qualification proposals from certified public accounting firms duly licensed under Chapter 473, Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy to audit its financial statements for its fiscal years ending September 30, 2010, 2011, 2012, 2011, and 2013. These audits are to be performed in accordance with generally accepted auditing standards including the following:

- A. Section 218.39, Florida Statutes
- B. Rules of the Florida Department of Financial Services
- C. Rules of the Florida Auditor General (Chapter 10.550, Local Government Entity Audits)
- D. AICPA Audit and Accounting Guide - Audits of State and Local Governmental Units
- E. Federal and Florida Single Audit Acts (if applicable)
- F. *Government Auditing Standards* issued by the Comptroller General of the United States
- G. Circular No. A-133, Executive Office of the President, Office of Management and Budget, Washington D.C. (if applicable)

I. General Information

- 1) Written questions regarding the Request for Qualifications & Proposals are to be addressed to:

Carl E Kocher
Lake Asbury Municipal Service Benefit District
P. O. Box 30252
Doctors Inlet, FL 33030
Telephone: (904) 864-7709
Email: boardseat1@lakeasbury.us

Each firm should carefully examine this request, and may make a written request to LAMSBD for interpretations or corrections of any ambiguity, inconsistency or error. Only written responses issued by LAMSBD should be relied upon, and reasonable efforts will be made to distribute all written responses issued by LAMSBD to everyone who obtains this packet.

- 2) Once the this information is advertised, no applicant or individual acting on behalf of the applicant shall lobby the District's personnel or District Board members. Lobbying District Board members or District personnel will result in rejection/disqualification of the offending firm's proposal. For purposes of this Policy, "lobbying" is defined as any action taken by an individual, firm, association, joint venture partnership, syndicate,

- 3) Corporation and all other groups who seek to influence the governmental decision of a Board member or District personnel after the release of this packet and prior to time that an award recommendation is posted.
- 4) All responses to this request must be delivered to the above address no later than 3:00 p.m. E.S.T. on October 1, 2010. Nine signed copies of the proposal shall be submitted in one sealed package, clearly marked on the outside "Proposal for Independent Auditing Services." Qualifications & Proposal must be typed or printed in ink. Any responses received after the deadline will be returned to the proposer unopened. All costs incurred by the responding firms in preparing proposals in response to this request will not be reimbursed by Northern.
- 5) The LAMSBD Board reserves the right to reject any or all proposals submitted and to request additional information from the proposers. At the discretion of the LAMSBD Board, firms submitting proposals may be requested to make oral presentations to the LAMSBD Board as part of the evaluation process.
- 6) LAMSBD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between LAMSBD and the firm selected.
- 7) If the Board is unable to negotiate a satisfactory contract with any of the recommended firms, the LAMSBD Board will recommend additional firms, and negotiation will continue in accordance with Section 218.391, Florida Statutes, until an agreement is reached.
- 8) Audits for the last five fiscal years were completed by Conner, Hubbard & Company.
- 9) LAMSBD does not have an internal audit department, but does use the services of Tom Hallquest, CPA, 904-282-8778 for monthly reconciliation, the issuance of checks and completion of year report, using Quick Books.
- 10) All requirements and conditions set forth in this request shall be incorporated into the contract between LAMSBD and the selected firm unless otherwise specified in the contract.

II. Description of Lake Asbury Municipal Service District and Records to be Audited

- 1) LAMSBD was created by the Florida Legislature in 1986. The LAMSBD Charter (Chapter 86-392 & Chapter 2010-268) can be located on the LAMSBD Web Site: Board minutes and monthly reconciliations are all on www.lakeasbury.us

- 2) For reporting purposes, the Annual Financial Report (Audited Financial Statements) will include the General Fund, Special Revenue, Debt Service and Capital Project funds.
- 3) The District's main source of revenue consists of non-ad valorem tax assessments but could include Ad Valorem Taxes in the future. These assessments are collected by the Clay County Tax Collector.
- 4) Tom Hallquest, CPA, 904-282-8778, may be contacted for additional information.

III. Services Required

- 1) The audit is to be done in accordance with the Rules of the Auditor General, Chapter 10.550; the Federal and Florida Single Audit Acts (if applicable); OMB Circular A-133 (if applicable); *Government Auditing Standards* issued by the Comptroller General of the United States; and the AICPA Auditing Standards.
- 2) The auditor will prepare two electronic copy (required in pdf) one for LAMSBD and one for Clay County and one for the State of Florida, five bound copies to LAMSBD. The Auditor will confirm by e-mail (boardseat1@lakeasbury.us) that copies have been sent to Clay County and the State of Florida.
- 3) The auditor will provide assistance in providing guidance and implementing changes in governmental accounting standards.
- 4) Irregularities and illegal acts: Auditors shall be required to make an immediate, **written** report of all irregularities and/or illegal acts to the LAMSBD Board.

IV. Qualifications of the Auditor

The proposal must include the following information:

- 1) Experience of the firm with special districts/government within the last five years.
- 2) Reference listing, including contact names and phone numbers.
- 3) A list of all lawsuits in which the firm has been named as a defendant in the past two (2) calendar years.
- 4) The firm must have been established in Florida and performed continuous CPA services for a minimum of five years.
- 5) The firm must be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.
- 6) The firm should indicate any disciplinary actions that have been instituted or proposed during the last three calendar years against the firm or any of the firm's professionals assigned to the audit.

- 7) The firm should describe the results of any State or Federal reviews during the past three calendar years of the firm's governmental client audit work.
- 8) The proposer must provide information on experience in preparing special district and governmental financial statements.
- 9) Firm promotional material may be included as supplemental information.
- 10) Dollar Cost for provision of audit services during the first year of the Contract and estimates for each subsequent year up to a total of 5 years.
 - a. Total All-Inclusive Maximum Price
 - b. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each
 - c. Out-of-pocket Expenses in the Total All-inclusive Maximum Price and Reimbursement Rates
 - d. Rates for Additional Professional Services
 - e. Manner of Payment
- 11) Insurance. Each response should contain a statement regarding the amount of the firm's general liability insurance and errors and omissions (i.e. professional) insurance. LAMSBD prefers \$1,000,000 limit of liability for each converge. Once the proposal is accepted by the LAMSBD Board of Trustees, Certificates of Insurance will be required to be mailed or e-mailed to LAMSBD from Auditors Insurance Agent or Insurance Carrier to complete the agreement.
- 12) Business Ethics. Disclose (i) any circumstance where conduct of your firm or that of its Principal's are being investigated by any legal or administrative agency; (ii) any adverse decision or settlement with any legal or administrative body; and (iii) identify any substantive failure in the proper performance of any award or delivery on time of contracts of a similar nature as described above.
- 13) Firm Ethics. Disclose firm policies and procedures to prevent ethical violations. Discuss specific staff responsibilities and management commitment.
- 14) Other Disclosure: Applicants must answer the following question: "Has the firm ever been asked to resign, voluntarily resigned or withdrew from a project, contract or agreement within the past five years? If so, explain.

VII. Annual Financial Report

Calendar

LAMSBD will deliver the completed yearend financial report with supporting financial data by **November 1st**. The auditor will send the completed financial report electronically to Clay County and by mail to the State of Florida by **December 22nd**. The auditor will send confirmation of the transitions to LAMSBD, boardseat1@lakeasbury.us

VIII. Evaluation Procedures

Responses will be reviewed by the LAMSBD and Tom Hallquest, CPA.

Compensation will be considered as an evaluation factor, but will not be the sole or Predominant factor used to evaluate proposals.

IX. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a period of three (3) years after completion of any herein identified services unless the firm is notified in writing by LAMSBD of the need to extend the retention period. LAMSBD and their representatives shall be entitled at any time during the contract period to inspect and reproduce such documents as deemed necessary.

In addition, 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. As requests for copies of working papers are fulfilled, the auditors will be required to notify LAMSBD of the request, as appropriate.

X. Additional Requirements

A certificate of insurance must be received by LAMSBD within 10 days after the accounting firm is accepted or the agreement is considered null and void.

Published: October 4, 2010