



ITEM SUMMARY

MEETING DATE: June 21, 2021

FROM: Monica Powery, Director of Purchasing, Purchasing Department

SUBJECT: Agreement Extension - RFP No. 15-003 Financial Audit Services

BACKGROUND

Section 11.45, Florida Statutes, requires each local government entity to complete annual financial audits of accounts and records. On May 18, 2015, the City entered into an auditing services agreement with Nowlen, Holt & Miner, P.A., with the contract expiring on August 31, 2020.

In 2019, the State Legislature made revisions to Section 218.391, Florida Statutes, and imposed new requirements for an audit selection committee. The Purchasing Director was in the process of preparing the solicitation and establishing the audit selection committee when federal, state and local agencies declared Novel Coronavirus Disease 2019 (COVID-19) a Public Health Emergency.

On March 9, 2020, the Florida Governor issued Executive Order No. 20-52. As part of this order, political subdivisions within the State of Florida may waive the procedures and formalities otherwise required by law pertaining to entering into contracts.

On August 5, 2020, City Council approved the Agreement Extension for Financial Audit Services with Nowlen, Holt & Miner, P.A. extending the current agreement to August 31, 2021.

ANALYSIS

While the COVID-19 Executive Emergency Order has been lifted, many city agencies are not yet allowing staff to travel. This would make it extremely difficult to find qualified volunteers to serve in this process and out of an abundance of caution for the safety of City Staff, other participating Section Committee members and vendors, issuing an extension to the current agreement is in the best interest of the City

Therefore, the City contacted Nowlen, Holt & Miner, P.A., who agreed to extend the current agreement for one (1) year. An agreement was executed with the new contract term to be from September 1, 2021 through August 31, 2022.

FINANCIAL INFORMATION

Nowlen, Holt & Miner, P.A has agreed to hold current pricing. The costs shall not exceed thirty-two thousand dollars (\$32,000) for the 2021 Audit Financial Statements, four thousand dollars (\$4,000) for a Federal Single Audit per major program (if required) and four thousand dollars (\$4,000) for a State Single Audit per major program (if required).

LEGAL

The agreement has been reviewed by the City Attorney and meets all City Code requirements.

STAFF RECOMMENDATION

Acknowledge the Second Amendment to Agreement for Financial Audit Services with Nowlen Holt & Miner, P.A. extending the current agreement to August 31, 2022.