



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 11/1/2022

**SUBMITTED BY:** Eric Marmer, Assistant Town Manager

**SUBJECT:** AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH THE TOP-RANKED FIRM FOR RFP NO. 22-004: ANNUAL AUDIT SERVICES

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### SUMMARY:

On September 27<sup>th</sup>, 2022, the Support Services Department received and opened four (4) proposals in response to the RFP for Annual Audit Services, which the Support Services Department reviewed to ensure the proposals met the RFP's minimum requirements. All four (4) proposals were deemed responsive and were forwarded to the Selection Committee for review.

On October 12<sup>th</sup>, 2022, the Selection Committee convened to certify the scoring criteria established in the RFP.

On October 19<sup>th</sup>, 2022, The Selection Committee voting members Evalyn David, Jason Chudnofsky, and Mara Frederiksen reviewed, scored, and ranked the proposals. The Selection Committee agreed to short-list the top three (3) ranked firms: 1. Nowlen, Holt & Miner, P.A., 2. Grau & Associates, and 3. Mauldin & Jenkins. The Selection Committee was unanimous in their decision to recommend the final rankings and proceed with recommending the award of a Contract with the number one (1) ranked firm, Nowlen, Holt & Miner, P.A.

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### FISCAL IMPACT:

\$99,000.00 over the initial three (3) year contract with two (2) optional (1) year renewals for \$35,000.00 per renewal year.

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### ATTACHMENTS:

Evaluation Committee Final Scores and Ranking

Nowlen, Holt & Miner, P.A. Proposal

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**RECOMMENDATION:**

Approve the recommendation of the Selection Committee and authorize staff to enter a contract with the first ranked firm, Nowlen, Holt & Miner, P.A., in accordance with the Request for Proposals (RFP) No. 22-004 for Annual Audit Services.