



# Memorandum

**Meeting Details:** June 11, 2025

**Prepared For:** Hon. Mayor Brooks & Board of Commissioners

**Staff Contact:** Andrew Laflin, Finance Director

**Subject:** RFP for Auditing Services – FY 2025 - 2029

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## **Background**

Section 218.391, Florida Statutes, the auditor selection law, establishes required procedures for the selection of auditors to perform the financial audits required by Section 218.39, Florida Statutes, for counties, municipalities, special districts, district school boards, charter schools, and charter career technical centers. These procedures help ensure selection of a qualified auditor and satisfactory audit effort.

The established auditor selection process requires a request for proposal (RFP) for the solicitation of the necessary audit services, and a selection and negotiation process in which fees cannot be the sole or predominant reason for selecting a particular audit firm.

The auditor selection law requires that the governing body of each county, municipality, special district, district school board, charter school, and charter technical career center establish an auditor selection committee. Section 218.391(2)(d), Florida Statutes, provides that while the primary purpose of the auditor selection committee is to assist the governing body in selecting an auditor to conduct the financial audit, the auditor selection committee may serve other audit oversight purposes as determined by the entity's governing body.

## **Fiscal Impact**

There is no immediate financial impact associated with this request to issue an RFP for financial auditing services. Any financial obligations will be presented to the Board of Commissioners for approval once the proposal responses, including fee estimates, are received.

**Recommendation(s)**

Staff recommends that the Board of Commissioners authorize staff to issue the attached RFP No. 25-10 for Financial Auditing Services and direct staff to schedule a meeting with the auditor selection committee to perform an evaluation of respondents who submitted qualifying proposals.

**Attachments**

- RFP No. 25-10 – Financial Auditing Services