

CITY OF MADEIRA BEACH, FLORIDA
REQUEST FOR PROPOSALS
RFP NO. 25-10
FINANCIAL AUDITING SERVICES



Website: <https://madeirabeachfl.gov>

Date of Issue: June 16, 2025

Responses Due: August 1, 2025 at 2:00pm EST

City of Madeira Beach, Florida
Phone (727) 391-9951
300 Municipal Drive
Madeira Beach, Florida 33708

NOTICE TO PROPOSERS

The City of Madeira Beach is requesting proposals to provide financial auditing services to the City for the audit of the financial statements of the City of Madeira Beach. The successful proposer is required to be an independent certified public accounting firm licensed to practice in the State of Florida. The successful respondent will enter into a three-year service contract with the option for two (2) additional one-year renewals.

Proposal submissions must be received electronically via email to the point of contact listed below.

“RFP NO. 25-10, FINANCIAL AUDITING SERVICES”, along with the name and telephone number of the submitter, no later than **2:00 p.m. (EST), on August 1, 2025**. The City reserves the right to reject any and all submittals or portions thereof, to waive minor defects and informalities in the process, to accept the Bid(s) or take any other actions deemed by the City to be in the City's best interest.

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City of Madeira Beach, Florida
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1 RFP Purpose

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals from certified public accounting firms licensed in Florida for annual financial and compliance auditing services for the City of Madeira Beach for the three (3) fiscal years ending September 30, 2025, 2026, & 2027, with the option to renew for up to two additional one-year terms.

Audits should be in accordance with generally accepted auditing standards for financial and compliance audits as required by Chapter 10.550 of the rules of the State of Florida Auditor General, applicable to audits of municipalities.

The City will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

1.2 Agreement Term & Renewals

The initial contract term shall be for a period of three (3) years. The City reserves the right to renew the contract for two (2) additional one (1) year periods. The option of renewal shall only be exercised upon mutual written agreement by both parties and upon approval by the City's Board of Commissioners. All terms and conditions and unit prices shall remain the same as the original agreement, unless mutually agreed upon in writing. The agreement contract shall be in the form of an Engagement Letter signed and executed by both the City and the selected firm.

1.3 Procurement Schedule

The following table identifies the RFP process for this procurement:

TASK	DATE
RFP issued	June 16, 2025
Last day for questions to be submitted	July 14, 2025
Answers/Addendum final date	July 16, 2025
Due Date/Proposal Opening	August 1, 2025
Tentative Date – Audit Committee Evaluation	August 27, 2025
Tentative Date – Board of Commissioners Meeting	September 10, 2025
Tentative Date – Execution of Contract (EL)	September 10, 2025

2 Scope of Work

2.1 General

The City of Madeira Beach desires the Auditor to express an opinion on the fair presentation of its financial statements. The Auditor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board as mandated by Government Accounting Standards.

The auditor may be requested to assist with accounting and related issues which will require timely responses to inquiries.

The selected auditor will be expected to coordinate directly with the City's Finance Director and Assistant Finance Director on all aspects of the audit process. The auditor's estimated schedule, request list, fieldwork process, and reporting should all be communicated to the Finance Director and Assistant Finance Director.

The selected auditor will be expected to gain limited access to Aclarian, the City's web-based Enterprise Resource Planning (ERP) system, and retrieve reports and extract supporting documentation (invoices, contracts, bank statements, journal entry backup, etc.) directly from the system. In addition, the selected auditor will be expected to utilize the 'Audit Fieldwork Request Form' within the City's ERP system to make audit-related requests for information and assign to City personnel for completion. Training will be provided to the selected audit team prior to commencement of the audit.

Upon completion of the audit process, the auditor will be expected to present the results of the audit to the City's Board of Commissioners. The auditor will be expected to coordinate this presentation with the Finance Director.

The auditor will be requested to prepare the City's Annual Comprehensive Financial Report (ACFR) in accordance with all applicable professional standards. The Finance Director and Assistant Finance Director will lead preparation efforts relating to Management's Discussion & Analysis (MD&A) and the statistical section of the ACFR.

The City is at times the recipient of state and federal grants, which may require the performance of single audit procedures in any given fiscal year. Therefore, the fee proposal requested includes a component for the single audit on a per federal program and state project basis to be utilized if necessary.

If the City requests the auditor to provide any additional services outside of the scope of this RFP, the firm should provide hourly rates by staff level to perform such services within its Engagement Letter.

2.2 Auditing Standards to be Followed

To meet the requirements of the solicitation, the audit shall be conducted in accordance with:

- Auditing standards generally accepted in the United States of America
- The standards applicable to financial audits contained in Government Auditing Standards
- The requirements of Sections 218.39 and 218.415 of the Florida Statutes and Chapter 10.550 of the Rules of the Auditor General
- Provisions of the OMB Uniform Guidance 2 CFR 200, and the Florida Single Audit Act, Section 215.97, Florida Statutes
- Other applicable federal, state and local laws or regulations or professional guidance not specifically listed above as well as any additional requirements which may be adopted by these organizations in the future

2.3 Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the Auditor shall issue:

- All required reports on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards and schedule of state financial assistance and related reports to the financial statements, if applicable
- A report on compliance and internal control over financial reporting based on an audit of the financial statements
- A report on compliance and internal control over compliance applicable to each major federal program and state project, if applicable
- Attestation Report on Compliance with Section 218.415 Florida Statutes, Local Government Investment Policies
- Management Letter Pursuant to the Rules of the Auditor General for the State of Florida.

2.4 Special Considerations

The auditor will assist the City in complying with changes in reporting requirements to remain in conformity with accounting principles generally accepted in the United States of America and reporting changes mandated by the State of Florida.

The successful firm selected will make a “good faith effort” to maintain a level of consistency in staff assigned to audits of the City of Madeira Beach year over year.

2.5 Assistance to be Provided by the City

The auditor’s principal contact and the designated representative for the City of Madeira Beach is the City Finance Director. This contact will coordinate the assistance to be provided by the City of Madeira Beach to the proposers, including reviewing the City’s current work papers and coordinating inquiries concerning financial aspects of the City’s operation.

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the City of Madeira Beach. Finance Department staff will provide all data as requested, but the audit firm is responsible to format the data to accommodate their required schedules and work papers.

The City will provide the auditor with reasonable workspace and internet connectivity for on-site audit staff, if needed. The auditors will provide their own laptop computers and necessary peripheral devices.

2.6 Preferred Schedule for conducting Audits

The Auditor shall complete each of the each of the following no later than the dates indicated below:

1. **Interim Fieldwork Completion.** By early January, the Auditor shall complete interim fieldwork procedures, if desired, and provide the City of Madeira Beach a list of all schedules to be prepared by the City for final fieldwork.
2. **Date Audit May Commence.** The City of Madeira Beach will aim to have all records ready for the audit and all management personnel available to meet with the firm’s personnel by around mid-January of each year.
3. **Fieldwork.** The Auditor shall complete all fieldwork by early March.
4. **Draft Reports.** The auditor shall have drafts of the audit report and recommendations to management available for review by mid March.

5. ***Date Final Report is Due.*** The auditor will deliver the final issued reports on or before March 31st of each year. A digital copy (PDF) of the final report should be emailed to the City's Finance Director.

2.7 Working Paper Retention & Access to Working Papers

All working papers and reports must be retained in accordance with requirements and procedures set forth by the General Records Schedule for Local Government Agencies as promulgated by the Division of Archives, History and Records Management (a division of the Florida Department of State) at the auditor's expense, unless the firm is notified in writing by the City of Madeira Beach of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Madeira Beach
- US General Accounting Office (GAO)
- Cognizant Agents and Agencies
- Auditors of entities of which the City of Madeira Beach is a sub-recipient of grant funds
- Parties designated by the federal or state governments or by the City of Madeira Beach as part of an audit quality review process

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 the Finance Director of the request, as appropriate.

3 Background Information

The City of Madeira Beach serves an area of approximately two square miles with a population of approximately 3,800. The City's fiscal year begins on October 1st and ends on September 30th of each year.

The City provides a traditional scope of services, including fire protection and EMS; maintenance of parks, streets and other infrastructure; stormwater and sanitation services; a municipal marina; recreational programs and events; planning and zoning; and parking management. Pinellas County Utilities provides potable water service and purchased the City's sewer collection system on October 1, 2006. Law Enforcement services are provided by the Pinellas County Sheriff's Office. The City of Madeira Beach has over 80 full-time equivalent (FTE) employees.

More detailed information on the government and its finances can be found in the Annual Budget and ACFR, which are available on the City's website. Please see www.madeirabeachfl.gov.

4 Qualifications & Requirements

To be eligible to respond to this solicitation, the proposing firm or principals assigned to the project have successfully provided services similar magnitude to those specified in the Scope of Work section of this solicitation to at least one or more municipalities of similar size and complexity to the City of Madeira Beach.

4.1 Independence

The proposer should provide an affirmative statement that all key supervisory personnel assigned to the engagement are independent of the City of Madeira Beach, as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. In addition, the proposer should have no conflict of interest with regard to any other work performed by the firm for the City of Madeira Beach.

4.2 License Requirements, CPE

The firm and assigned key professional staff must be properly registered and licensed to practice in the State of Florida. The firm must be Certified and Registered with the Florida Department of Professional Regulation, AICPA, and FICPA.

The minimum required Florida municipal experience for the firm and engagement and quality control partners is five (5) years. Additionally, all key supervisory personnel must have successfully completed the number of required hours of continuing professional education (CPE) for CPA's engaged in government auditing pursuant to F.S. 473.312 and government auditing standards (Yellow Book).

4.3 Quality Control & Peer Review

The proposing firm shall provide a copy of its most recent Report on the Firm's System of Quality Control.

4.4 Insurance Requirements

Before starting and until termination of work for, or on behalf of, the City of Madeira Beach, the audit firm shall procure and maintain insurance of the types and to the limits specified below:

<u>Type of Insurance</u>	<u>Minimum Coverage</u>
General Liability	\$1,000,000
Professional Liability	\$1,000,000
Workers Compensation	As Required by Law

As evidence of the above listed coverage, a Certificate of Insurance listing the City of Madeira Beach as an additional insured shall be provided prior to the beginning of fieldwork.

The City reserves the right to modify its insurance requirements with 60 days' notice

5 Selection Process and Evaluation of Responses

Proposals meeting the mandatory requirements will be shared with the Auditor Selection Committee members to be evaluated for technical qualifications. The Auditor Selection Committee members shall review and rank the qualifying proposals individually. Committee members will meet at a publicly advertised meeting to discuss and finalize their evaluations and to summarize their scoring results. The Committee will present their recommendations at the next available regular Board of Commissioners meeting. Commission will confirm direction to negotiate and execute a contract to engage a firm.

5.1 Mandatory Requirements

Proposers must provide documentation which demonstrates their ability to satisfy all of the mandatory requirements outlined in this section. Proposals that do not provide the below supporting documentation will not be evaluated and ranked for Council consideration.

1. Affirmative statement of independence and no conflict of interest with regard to any other work performed by the firm for the City
2. Copy of Firm's current license to practice in Florida
3. Copies of the current CPA licenses for key personnel overseeing the audit
4. Copy of the firm's most recent peer review report on quality control

Evaluation Criteria

Criteria is listed by their allocation of points per segment as follows:

EVALUATION CRITERIA	POINTS
Firm Qualifications and Experience	40
Management and Staff Experience	20
Methodology	20
Pricing	20
TOTAL	100

Each of the criteria is described further in Section 6 in order of the preferred topic outline of the proposal.

6 Proposal Outline and Requirements

The proposal must be submitted electronically via email to the Finance Director at alaflin@aclarian.com. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to fulfill the requirements of the RFP. Proposals should be submitted following the topic format outlined here in section 6.

6.1 Cover Page

The cover page of the proposal must include the Title "Proposal to Provide Financial Audit Services to the City of Madeira Beach, RFP 25-10". The cover page must include the Firm's name, address, telephone number, the name of the primary contact person, and the date of the proposal.

6.2 Table of Contents

Please include a table of contents with page numbers to clearly define location of the below major sections of the proposal.

6.3 Transmittal Letter

The signed letter of transmittal should briefly state the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the proposer believes itself to be the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer for ninety (90) days. The signer must have the authority to bind the proposer to the submitted proposal.

6.4 Firm Qualifications and Experience (40 Points)

This section of the proposal should establish the ability of the proposing firm to satisfactorily perform the required work.

- Describe experience performing the work described in the Scope of Work (financial statement audits, internal controls, single audits, and preparation of those financial statements, and so forth).
- Describe competence in the services to be provided, strength and stability of the firm, staffing capability, work load, and record of meeting schedules on similar projects.
- For the firm's office that will be assigned the responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last three years that are similar to the engagement described in this RFP. Include the name and contact information (email address and phone number) of the principal client contact.
- Describe participation in the Florida Government Finance Officers Association (FGFOA) and other applicable state-wide local government outreach initiatives (associations, conferences, etc.).
- Explain your firm's approach to stay current with GASB statements, guidelines and best practices. This section should include a description of the firm's quality assurance practices.

6.5 Engagement Team Staff Experience (20 Points)

Describe the education, qualifications, and experience of key personnel, and their primary job duties if engaged. Provide experience of each person. Describe how the quality and consistency of staff will be assured over the term of the agreement.

6.6 Methodology (20 Points)

Describe the approach to completing the tasks specified in the Scope of Work. Set forth a work plan, including an explanation of the audit methodology to be followed. Include reference to sources of information, for example, the City's adopted budget document, Board of Commissioners meeting minutes, predecessor auditor workpapers, and ERP system access. Include an implementation schedule with a final report delivery date and key project milestones and timelines for deliverables.

6.7 Price Proposal (20 points) and Other Attachments

Complete the one-page summary price proposal to be included as Attachment 1: Professional Auditing Services Price Proposal (20 Points). Points will be awarded based on the costs of services as compared to the other qualifying proposals received. The lowest priced qualifying proposal (5-year grand total) shall be awarded 20 points. The remaining proposals will be awarded a percentage of the 20 points, using the following formula:

$$\frac{\text{Lowest 5-year Proposed Amount}}{\text{Proposed 5-year Amount}} \times 20 \text{ points}$$

The firm fixed fee proposals should be listed separately for 1) City Audit Services; 2) State and/or Federal Single Audit; 3) Financial Statement Preparation Services.

List of Attachments for all proposals:

- Attachment 1: Professional Auditing Services Price Proposal
- Attachment 2: Confirmation of Receipt of Addenda
- Attachment 3: Affirmative statement of independence and no conflict of interest
- Attachment 4: Proof of Firm registration with Florida DPBR
- Attachment 5: Copies of CPA licenses for all key professional staff
- Attachment 6: Copy of most recent Peer Review of Quality Control

7 Additional Submittal Requirements

7.1 No Contact Clause (Cone of Silence)

All prospective respondents are hereby instructed NOT to contact any member of the City of Madeira Beach, City Manager, Audit Selection Committee members, or City of Madeira Beach staff members other than the authorized city contact person identified in this Solicitation regarding the solicitation package, the Respondent's submittal package, the City's Intent to Award, or City's Intent to Reject, at any time prior to the formal award for this project. Any such contact may be cause for rejection of your submittal. Any questions relative to any item or portion of this solicitation should be directed in writing via email to the City's Finance Director:

Andrew Laflin, CPA

Finance Director

Email: alaflin@aclarian.com

7.2 Inquiries and Addenda

All potential respondents are encouraged to notify the Finance Director of your intent to respond to this RFP, who will record contact information for your organization in the event addenda are issued.

All questions remitted in writing to the City's Finance Director will be compiled and a response in the form of an addendum will be distributed to all interested parties that have provided notification of intent to respond. See the timing for questions and answers in "Section 1.3 Procurement Schedule".

7.3 Reservation of Rights

The City reserves the right to reject any and all proposals, to waive minor defects in the process, and to accept the proposal deemed by the City to be in the City's best interest. All issues addressed in the Request for Proposals (RFP) will be given consideration in determining the successful proposer.

The City may make a determination that it is in the City's best interest to conduct additional discussions or changes in the requirements and request another submission of best and final offers from those proposers deemed qualified for any short list.

7.4 Public Records

The City of Madeira Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor will be required to comply with Florida's Public Records Law. Any resulting contract shall incorporate the following Public Records Provisions as required by Section 119.0701, Florida Statutes.

The Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
3. Ensure the public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records, transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract, and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the city in a format that is compatible with the information technology systems of the agency.

The failure of Contractor to comply with the provisions set forth in this Article shall constitute a default and Breach of this Agreement.

8 Attachments

Attachment#1

**CITY OF MADEIRA BEACH RFP 25-10
PROFESSIONAL AUDITING SERVICES PRICE PROPOSAL**

Company: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone: _____ Principal Contact Email: _____

Date of Proposal: _____

FIRM FIXED FEES PROPOSALS:

I. Fiscal Year 2025 Audit Services: \$ _____

II. State and/or Federal Single Audit (Per Program/Project): \$ _____

III. Financial Statement Preparation Services (ACFR): \$ _____

IV. In consideration of subsequent year(s) renewals, provide a Firm Fixed Fee for subsequent year Audits (sum of Item I, II, and III for each subsequent fiscal year):

Fee Section	FY 2026	FY 2027	FY 2028	FY 2029
Item I.				
Item II.				
Item III.				

In accordance with your request for proposals, instructions and specifications, attached hereto, and subject to all conditions thereof, I (We), the undersigned, hereby agree is this proposal is accepted, to contract with the City of Madeira Beach, Florida to furnish any service requested herein and deliver the same to the City of Madeira Beach at the specified location.

Name & Title of Authorized Representative: (Printed) _____

(Signature) _____

Attachment#2

**CITY OF MADEIRA BEACH RFP 25-10
ACKNOWLEDGEMENT OF ADDENDA**

The undersigned acknowledges receipt of the following addenda to the Request for Proposals (Give number and date of each):

Addendum No.	Dated
Addendum No.	Dated
Addendum No.	Dated
Addendum No.	Dated
Addendum No.	Dated

Failure to submit acknowledgement of any addendum that affects the submittal is considered an irregularity and may be cause for rejection of the proposal.

Name of Business:

By:

(Signature)

Name & Title

Attachment#3

**CITY OF MADEIRA BEACH RFP 25-10
AFFIRMATIVE STATEMENT OF INDEPENDENCE
AND NO CONFLICT OF INTEREST**

The _____ [insert firm name here] is independent of the City of Madeira Beach as defined by generally accepted auditing standards and the U.S. Government Accountability Office's Government Auditing Standards. Accordingly, no relationship exists between the _____ [insert firm name here] and the City or any of its employees, Board members or with any person or agency that constitutes a conflict of interest with respect to the City.

In addition, the staff of _____ [insert firm name here] have not conducted other services for the City, nor has it made any management decisions, and accordingly, will not be auditing work or decisions made by the Firm's employees, nor are there other ways to compromise our independence as defined by the AICPA.

[Signature]

Name & Title of Authorized Representative (Printed)

Date

Attachment #4

**CITY OF MADEIRA BEACH RFP 25-10
PROOF OF FIRM REGISTRATION WITH FLORIDA DBPR**

Attachment #5

**CITY OF MADEIRA BEACH RFP 25-10
CPA LICENSES FOR ALL KEY PROFESSIONAL STAFF**

Attachment #6

**CITY OF MADEIRA BEACH RFP 25-10
PEER REVIEW OF QUALITY CONTROL**