



Auditor Selection Committee
June 2, 2025
Council Chambers
5:00 PM



- I. Call to Order
- II. Decisions
 - 1. Request For Proposal (RFP) Criteria: External Audit Services.
- III. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
June 2, 2025		Section: Decisions
Department/Office : Finance Department	AGENDA REPORT	Item #: 1.
Subject: Request For Proposal (RFP) Criteria: External Audit Services.		
Requested Action or Motion: Approve the factors used for the evaluation of the audit services, establish the process including the RFP draft and schedule, confirm committee calendar.		
Summary Explanation & Background: To assist the auditor selection committee with fulfilling its statutory obligations, the following documents have been attached for review and discussion: Auditor Selection Committee Responsibilities, Draft Request for Proposal (RFP) for Audit Services, and Section 218.391, Florida Statutes. The purpose of this initial committee meeting is to: 1. Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under Chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors must include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements. Criteria for the committee's consideration are summarized in the Auditor Selection Committee Responsibilities document and more fully described in the Draft RFP. 2. Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and how interested firms can apply for consideration. Detailed instructions for potential respondents are provided in the Draft RFP, which will be updated prior to publication to reflect the committee's directions. 3. Provide interested firms with a request for proposal. The RFP must include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal. Evaluation information is contained within the Draft RFP for the committee's consideration. Prior to publicly advertising the RFP, staff will modify the evaluation methodology based upon the committee's direction. 4. Finalize the RFP schedule and committee calendar. Once proposals are received, they will be provided to each committee member for review and individual scoring against the established criteria. Following this review, the committee will reconvene to discuss and rank the proposals for a recommendation to City Council. City staff will be available to assist committee members through the process as needed.		
Fiscal Impact: TBD		

Exhibits:

1. Auditor Selection Committee Responsibilities
2. Audit RFP 132-25
3. Section 218.391 Florida Statutes

Commission/Board: Other**Contact Person:** Jerry Gray 407-539-6201Reviewed by City Attorney
N/A