**Leon County Research and Development Authority**

**Audit Committee Meeting**

RFP 17-01

Request for Proposals for Professional Auditing Services

Thursday, June 15, 2017

Knight Administrative Centre

1736 West Paul Dirac Drive, Tallahassee, FL 32310

**MINUTES**

**Members in Attendance:** Dustin Daniels, Chair; Paul Dean, Kimberly Moore, David Ramsay\*

**Members not in Attendance:** April Salter, Kim Williams

**Guests:** Ron Miller, Peggy Bielby (LCRDA staff)

\*Attended as LCRDA Board of Governors Treasurer, but did not vote.

1. Call to Order

Chair Dustin Daniels called the meeting to order at 9:03am.

1. Changes to the Agenda

None.

1. Public Comment

None.

1. Scoring System

Ron Miller reviewed the evaluation form and scoring procedure. He explained that one respondent: Carr, Riggs & Ingram, submitted its fee proposal late. He noted that the firm referenced the Leon County submission requirements, and that no advantage or disadvantage resulted.

*Kimberly Moore offered a motion to waive the late submission as immaterial. Paul Dean seconded the motion, which passed unanimously.*

1. Proposal Discussion

Committee members reviewed the proposals and noted the completeness, omissions, responsiveness, specificity, attention to detail, and other information to be considered for each respondent.

1. Preliminary Scoring

Each committee member discussed their scoring in the areas to be evaluated for each respondent, and noted their areas of concern.

1. Evaluation Ranking

Committee members noted that the proposal from Lanigan & Associates showed weakness in several areas that were important to the requirements for LCRDA. They noted that the Law, Redd, Crona & Monroe response indicated that its experience and staffing presented concerns. The remaining three firms’ proposals indicated that their experience, expertise, audit approach, and other factors were sufficient to warrant them being asked to present at the final ranking meeting.

1. Selection of Respondents to Make Presentations

The committee agreed that three firms, based on their ranking, should be invited to present at the next meeting: First place: Carr, Riggs & Ingram; Second place: Thomas Howell Ferguson; Third place: James Moore.

1. Other Business

None.

1. Adjourn

The meeting was adjourned at 9:55am.

**Next Meeting:**

Finalists Presentations Meeting

Thursday, June 22, 2017

1:00pm - 3:00pm

Knight Administrative Centre, 1736 West Paul Dirac Drive, Tallahassee, FL 32312