

Leon County Research and Development Authority

**RFP 17-01
Request for Proposals for Professional Auditing Services**

Audit Committee Meeting

Knight Administrative Centre
1736 West Paul Dirac Drive
Tallahassee, Florida 32310
June 22, 2017
1:00 p.m.

Agenda

(All times approximate)

1. Call to Order *(1:00pm)*

In accordance with F.S. §286.0113, public attendance is precluded during portions of this meeting. Recordings of this meeting will be available following notice of an intended decision, both of which will be posted on the Authority's website.

2. Changes to the Agenda

3. Public Comment

4. Draft Meeting Minutes, June 15, 2017 *(Attachment A)*

5. Recess Public Portion of the Meeting

6. Convene Respondent Presentations, and Q&A meeting *(10 minutes each + 10 for Q&A)*

a. *James Moore & Co., P.L. (1:00pm)*

b. *Carr, Riggs & Ingram, LLC (1:20pm)*

c. *Thomas Howell Ferguson P.A. (1:40pm)*

7. Reconvene Public Portion of the Meeting *(2:00pm)*

8. Discussion, Scoring and Final Evaluation Ranking

9. Recess Public Portion of the Meeting

10. Convene Contract Negotiation Strategy Discussion

11. Reconvene Public Portion of the Meeting

12. Recommendation to Board of Governors

13. Other Business

14. Adjourn

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Audit Committee Meeting
RFP 17-01
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Thursday, June 15, 2017
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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.

2. Changes to the Agenda

None.

3. Public Comment

None.

4. Scoring System

Executive Director 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 misinterpreted the submission requirements, and agreed that the Request for Proposal could reasonably be misinterpreted as written. He also noted that the firm did not gain any advantage since other submitted price proposals had not been disclosed.

Kimberly Moore offered a motion to waive the late submission as nonmaterial irregularity.

Paul Dean seconded the motion, which passed unanimously.

5. 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. Each committee member discussed their opinions in the areas to be evaluated for each respondent, and noted their areas of concern and areas of strength. The committee agreed that the top three proposals should be invited to make presentations at next week's meeting.

6. Preliminary Scoring

Committee members recorded their scores on their Evaluation Form, and each ranked the proposal based on total scores including additional local business preference points. The results of these scores are preliminary and members attending next week's meeting may be adjust their scores based on invited firm presentations.

7. Evaluation Ranking

The Executive Director recorded the Evaluation Form rankings on a summary spreadsheet and calculated the final rankings which awarded 3 points for a first-place rank, 2 points for a second-place rank, and 1 point for a third-place rank. No points were awarded for fourth or fifth place.

8. Selection of Respondents to Make Presentations

The top three firms to be invited to make presentations at the next meeting (in order of preliminary ranking) are: Thomas Howell Ferguson; Carr, Riggs & Ingram; and James Moore. The Committee agreed the presentations should be limited to 10 minute presentations and 10-15 minutes for Q&A. *Note: Subsequent review of the Evaluation Forms by the Executive Director noted errors related to the award of local preference points, and in one instance the point-scale used. The errors did not change the resulting top three firms to be invited, although the ranking within the top three changed. Corrected Evaluation Forms and Ranking Summary were distributed to each member of the committee.*

9. Other Business

None.

10. 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