

Leon County Research and Development Authority
Audit Committee Meeting
RFP 17-01
Request for Proposals for Professional Auditing Services
Thursday, June 22, 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*, April Salter, Kim Williams.

Members not in Attendance: None.

Guests: Ron Miller, Denise Bilbow (LCRDA staff); Kevin Warren, Bob Powell, Jason Norris, Chris Salak (James Moore & Co.); Michael Carter, Brent Sparkman, Rafaela Boehm (Carr Riggs & Ingram); Jeff Barbacci, Taylor Harmon, Becca Gilbert (Thomas Howell Ferguson).

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

1. Call to Order

Chair Dustin Daniels called the meeting to order at 1:03pm.

2. Changes to the Agenda

None.

3. Public Comment

None.

4. Approval of Draft Meeting Minutes, June 15, 2017

April Salter offered a motion to approve the draft minutes. Kim Williams seconded the motion, which passed unanimously.

5. Recess Public Portion of the Meeting

6. Convene Respondent Presentations and Q&A Meeting

- a. James Moore
- b. Carr Riggs & Ingram
- c. Thomas Howell Ferguson

Each of the respondent firms presented to the committee, and participated in a question and answer session with committee members.

7. Reconvene Public Portion of the Meeting

8. Discussion, Scoring, and Final Evaluation Ranking

The committee discussed developing a policy that establishes that maximum number of terms that an auditing firm can serve.

Ron Miller reported that the final ranking was:

Thomas Howell Ferguson: first, James Moore: second, and Carr Riggs & Ingram: third.

This order is the order in which the committee will negotiate with the respondents.

9. Recess Public Portion of the Meeting

10. Convene Contract Negotiation Strategy Discussion

The committee reviewed the fee proposals and summary from each respondent.

Kim Williams offered a motion to accept the proposal of the number one ranked choice, Thomas Howell Ferguson, but to ask that the fee be reduced to \$15,500, and to accept any fee offer reduction up to \$17,500. If the responding reduced fee offer is greater than \$17,500 after all negotiations with the firm are complete, the Committee will reconvene to consider the next step. April Salter seconded the motion, which passed unanimously.

11. Reconvene Public Portion of the Meeting

12. Recommendation to the Board of Governors

April Salter offered a motion to accept the proposal of the number one ranked choice, Thomas Howell Ferguson, if the firm agrees to the price and the terms as discussed, and to recommend to the Executive Committee and Board of Governors approval of the award of the contract to Thomas Howell Ferguson. If the firm does not agree to the price and terms as discussed, the Audit Committee will reconvene to reconsider the proposals. Kim Williams seconded the motion, which passed unanimously.

13. Other Business

None.

14. Adjourn

The meeting was adjourned at 3:30pm.