

**REQUEST FOR PROPOSAL  
CITY OF LAUDERHILL POLICE OFFICERS RETIREMENT PLAN**

**PROFESSIONAL AUDITING SERVICES**

(This request for proposal consists of 4 pages)

The City of Lauderhill Police Officers Retirement Plan (“the Plan”), a defined benefit public employees retirement system, is seeking proposals from qualified firms of Certified Public Accountants experienced with local law municipal pension plans to provide independent accounting and auditing services to the Plan.

The Plan is a defined benefit retirement system serving approximately 100 active members and retirees. A Board of Trustees consisting of elected and appointed members manages the Plan. Goldstein Schechter Koch is currently providing audit services.

The successful bidder will be asked to sign a written agreement setting forth the terms of the parties’ relationship. The agreement will be subject to cancellation by the bidder on 90 days written notice to the Board and on 30 days written notice by the Board to the bidder. The agreement will require the bidder to acknowledge fiduciary responsibility to the Fund for advice given.

**I. PURPOSE AND SCOPE OF SERVICES**

1. The “Plan” desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with accounting principles generally accepted in the United States of America. The auditor shall also be responsible for preparation of the draft financial statements including adjusting or correcting journal entries, recording transactions in all custodian account statements, recording receipts and disbursements in the Plan’s checking account and performing certain limited procedures involving required Management’s Discussion and Analysis (“MD&A”), Schedule of Changes in the City’s Net Pension Liabilities and Related Ratios, Schedule of City Contributions, and Schedule of Investment Returns, all in accordance with GASB Statement No. 67, Financial Reporting for Pension Plans. Audits are to be conducted in accordance with generally accepted auditing standards, which will include an evaluation of the internal accounting and administrative controls and tests of transactions to the extent that the auditor deems necessary. If, in the course of the audit, weaknesses in internal controls are noted, the auditor will discuss the findings and recommendations with the Board and attempt to arrive at a solution acceptable to both parties.
2. The audit will also include a review of the Board’s internal control structure. Comments and recommendations on the Board’s internal control structure will be submitted in a separate letter.
3. The audit will be in a form necessary to meet the requirements of generally accepted accounting principles and it is understood that the audit will be in a form such that it

will meet all legal requirements of any state agency. The audit will be provided by electronic copy as well as hard copy to the Board.

4. Other Additional Services

The Pension Board may, from time to time, determine the need for additional services. You are requested to cite the hourly rate(s) that will be applicable, in determining the cost of these services. Prior to accepting an assignment for additional work, you will be requested to provide a proposed fee for the task on a “not to exceed” basis prior to receiving authority to proceed.

It is contemplated that the Board and/or the Board’s administrator and custodian will provide assistance by locating and submitting invoices, cancelled checks, computer reports and other documents needed in addition to preparing all necessary confirmations. The Administrator or Plan Sponsor will prepare other schedules, analyses of accounts and working trial balances.

Should the circumstances prevent the Board’s personnel or those of the Administrator from providing this assistance, the preparation of such schedules by the Auditor would be considered additional non-audit services as provided above.

**II. CONTRACT PERIOD**

The Board anticipates this audit services relationship to be continuing at the pleasure of both parties.

**III. INFORMATION REQUIRED OF THE PROPOSER**

1. Title page
2. Table of Contents
3. Profile of Proposer:
  - a. Where incorporated
  - b. Office of primary contact
  - c. Corporate status
4. Summary of qualifications:
  - a. Resumes of staff to be assigned to the project (audit team information)
5. Client list of local governmental pension plans
6. List of other Florida government clients
7. References

- 8. A description of what processes will be conducted on location at Lauderhill governmental facilities.

**IV. FOR YOUR INFORMATION**

Section 287.133, Florida Statutes, provides that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**V. FEE PROPOSAL**

The plan will require an annual audit of the pension plan. Therefore, please submit a Fee Proposal for the annual audit and the services described above for the fiscal year ending September 30, 2016 on a not-to-exceed basis and rates for additional services. All proposed fees shall remain fixed for the first three (3) years of services and shall be negotiated thereafter.

Note: Briefly describe the scope of service to be provided in the fee proposal below.

**1. Annual Audit:**

**2. Additional Services:**

<b>Category</b>	<b>Hourly Rate</b>	<b>Explanation</b>

List the costs for additional services above, with an explanation.

## **VI. EVALUATION OF PROPOSALS**

Proposals will be evaluated using any method that best meets the needs of the City of Lauderhill Police Officers Retirement Plan, which reserves the right to reject any or all proposals in its sole discretion. Evaluation criteria will include:

1. Responsiveness of the proposal
2. Technical experience of the firm
3. Experience and professional training
4. Fees
5. References

## **VII. ADDITIONAL INFORMATION**

1. The Board will not be liable for any cost incurred in the preparation of proposals.
2. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed, the detailed requirements of the specifications, and the conditions under which the work is to be performed.
3. The proposer shall furnish the Board such additional information as they may reasonably require.
4. The Board will not be liable for any costs that are not in the proposal or subsequently contracted for.
5. The Board reserves the right to conduct personal interviews with any or all proposers prior to selection. The Board will not be liable for any costs incurred by the proposer in connection with such interview (including travel, accommodations, etc.).
6. The Board reserves the right to conduct pre-contract negotiations with any or all potential proposers.
7. The Board reserves the right to waive minor irregularities in the procedures.
8. To ensure fair consideration for all proposers, the Board prohibits communication to or with any City employee or Pension Board member during the submission process. Any questions relative to interpretation of specifications or the proposal process shall be addressed to the Attorney for the Pension Board, in writing, in time before the period set for the receipt and opening of proposals. No inquiries, if received within five days of the date set for the opening of proposals, will be given any consideration. Any interpretation made to prospective proposers will be expressed in the form of a written addendum to the specifications, which, if issued, will be sent to all prospective proposers no later than three days before the date set for receipt of proposals.

**VIII. CONTACT PERSON**

Please submit ten copies of your proposal in writing by 5:00 p.m., May 27, 2016. The Board may reject late proposals. Mail in a sealed envelope, addressed as follows:

Sealed Proposal for Auditing Service  
City of Lauderhill Police Officers Retirement Plan  
c/o Paul A. Daragjati, Esquire  
Klausner Kaufman Jensen & Levinson, P.A.  
7080 N.W. 4th Street  
Plantation, FL 33317