



**MEETING WITH DISTRICT AUDIT COMMITTEE TO ASSIST  
THE GOVERNING BOARD IN SELECTING INDEPENDENT AUDITOR  
MONDAY, MAY 9, 2022  
MICROSOFT TEAMS**

**MINUTES**

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Board Members Present

Ed Armstrong, Treasurer  
Michelle Williamson, Secretary  
William Hogarth, Member

Staff Members

Amanda Rice, Assistant Executive Director  
Brian Werthmiller, Inspector General  
Mary Beth McNeil, Assistant General Counsel  
Felicia Holmes, Procurement Services Office Chief  
Rachelle Jones, Sr. Procurement Specialist  
Ann Kenny, Accounting Manager

Recording Secretary

Lori Manuel, Lead Administrative Coordinator

**1. Call to Order and Introductions**

A meeting was held on Monday, May 9, 2022, at 9:30 a.m., via Microsoft Teams. The purpose of the meeting was for the auditor selection committee members to establish the scope of work and evaluation criteria for the Independent Auditor Request for Proposal (RFP).

Treasurer Ed Armstrong called the meeting to order. Ms. Amanda Rice, Assistant Executive Director, introduced the committee members and District staff participating in the meeting.

The meeting was available for public attendance via Teams. An attendance roster will be archived in the District's permanent records.

**2. Public Comments**

No public comments were received.

**3. Overview of Section 218.391, F.S. and Role of Independent Auditor Selection Committee**

Ms. Felicia Holmes, Procurement Services Office Chief, provided an overview regarding Florida Statute requirements for the committee.

**4. Overview of Selection Process Schedule**

Ms. Holmes outlined the schedule of the selection process.

**5. Discussion of Evaluation Factors for Independent Auditor RFP 2218**

Ms. Holmes outlined the requirements in the RFP. She provided a summary of the proposed evaluation criteria and process.

Ms. Holmes provided an overview of the scope of work outlined in the RFP. She outlined the evaluation criteria required by Section 218.391(3)(a), F.S.

**6. Request Approval of Evaluation Factors and Scope of Audit Services to be included in RFP 2218**

Ms. Holmes discussed the criteria associated with the ranking of points in the evaluation process. She outlined the two sets of criteria that involved Expertise and Experience, and Technical and Management Approach, noting that these criteria and ranking of points are consistent with the District's past two RFPs. Ms. Holmes asked if the committee wanted to add a third criterion which would involve evaluating price. Ms. Amanda Rice, Assistant Executive Director, clarified that according to the current RFP draft, the committee members would provide their rankings, absent of criterion related to price. The proposed price will be in a sealed submittal. The committee agreed that the price information should not be part of the evaluation criteria.

Ms. Holmes outlined the process once the proposals are received. She asked the committee if they would like to have oral presentations from the respondents. The committee decided they would not have respondents provide oral presentations for this solicitation. Ms. Holmes stated that any question from the committee members asking for clarification during the evaluation process should be submitted to Procurement. Procurement will contact the appropriate respondent for a response and provide to each committee member.

**7. Review Negotiation Options to be Presented to the Governing Board at a later date**

Ms. Holmes provided an overview of the statutory negotiation options. Treasurer Armstrong asked whether best and final offers can be requested once the pricing proposals are opened. Ms. Holmes responded that best and final offers can be requested with the alternative negotiation method. Ms. Rice reminded the committee that it will recommend to the Governing Board a shortlist of no fewer than three firms, and that the Governing Board will then make the final decision regarding the method of negotiation. It was noted that the statute requires that price cannot be the primary or sole factor in the selection process.

**8. Request Procurement to Publicly Announce and Provide Interested Firms with RFP 2218 with Approved Evaluation Factors on Behalf of Committee**

Ms. Holmes asked the committee for approval to request Procurement to publicly announce and provide interested firms with the RFP. Ms. McNeil also requested that the committee authorize staff to make any immaterial corrections or clarifications to the RFP. Secretary Michelle Williamson and Mr. Hogarth outlined some scrivener errors that needed to be corrected.

At this time, members of the public were given another opportunity to speak. No comments were received.

Secretary Michelle Williamson asked the Inspector General, Brian Werthmiller, if there were any other audits he thought needed to be included in the RFP. Mr. Werthmiller responded he would review the RFP and would call Ms. Williamson after the meeting with his response. Instead, Ms. Williamson asked Mr. Werthmiller to call her on her cell phone right then so she could ask her specific question. Mr. Werthmiller agreed, and Ms. Williamson muted her microphone. Following the call, Ms. Williamson stated she had no further questions for Mr. Werthmiller.

Board Member Bill Hogarth asked for clarification regarding information in the RFP, including the manner in which the proposals would be ranked, and suggested language to address the issues.

**A motion was made to 1) modify the RFP to remove the reference to the July 26, 2022, Oral Presentations, 2) approve the scope of work and evaluation criteria, 3) clarify language regarding how firms will be ranked, 3) authorize staff to make the appropriate adjustments to the RFP for clarification and correction purposes, and 4) authorize Procurement to publicly announce the RFP and provide interested firms with the RFP. The motion was seconded and passed unanimously. (Video – 00:55:32)**

**9. Miscellaneous matters, if needed**

Each committee member requested to receive hard copies of the submitted proposals, rather than electronic.

**10. Next Meeting, June 7, 2022, at 9 a.m.**

Ms. Rice stated the June 7 meeting will be via Microsoft Teams.

**11. Adjournment**

The meeting adjourned at 10:35 a.m.