



AGENDA REPORT
August 6, 2019

Internal Auditing Services

SUBJECT:

Internal Auditing Services Selection Committee Final Recommendation

FISCAL IMPACT:

The County's Fiscal Year 2019-2020 Budget includes \$360,000 for Internal Audit Services. Expenditures for the last three years are:

FY 17/18 \$360,000

FY 16/17 \$394,448

FY 15/16 \$335,745

Current expenditures for FY 18/19 are \$311,227.

DEPT/OFFICE:

Central Services

REQUESTED ACTION:

Request the Board accept and approve the final recommendation of the Selection Committee to award a three year term contract to Carr Riggs & Ingram, LLC & RSM US LLP to provide Internal Auditing Services to the Brevard County Board of County Commissioners and authorize the Chair to execute the resulting contract upon review and approval by the County Attorney's Office and Risk Management Office and authorize the County Manager or designee to execute all contract renewals.

SUMMARY EXPLANATION and BACKGROUND:

On February 26, 2019 the Board approved releasing a Request for Proposal (RFP) for Internal Auditing Services and approved a Selection and Negotiation Committee for Internal Auditing Services. On May 9, 2019 Purchasing Services released the RFP with a due date of June 5, 2019. On June 5, 2019, Purchasing Services received four responsive proposals in response to the RFP.

On July 1, 2019 the selection committee, consisting of Ms. Roberta Stoner, Board of County Commissioners Internal Audit Committee Member; Ms. Kathy Wall, Special Projects Coordinator; and Mr. Euripides Rodriguez, Solid Waste Director; conducted a review of the four proposals received in response to the RFP for Internal Audit Services. Upon completion of the review, the Selection Committee ranked the four firms. The consolidated ranking of the four firms is attached to this agenda item showing that Carr

Riggs & Ingram, LLC & RSM US LLP was the highest ranked firm of the four unanimously.

Upon completion of the ranking, a motion was made by Ms. Roberta Stoner to enter into negotiations with the highest ranked firm, Carr Riggs & Ingram, LLC & RSM US LLP. The motion was seconded by Ms. Kathy Wall. A vote was then taken and the motion passed unanimously.

Per the direction of the Selection Committee, negotiations were conducted with Carr Riggs & Ingram, LLC & RSM US LLP on Monday July 15, 2019. The negotiation committee members were the same members as the Selection Committee members. Negotiations were successful and resulted in Carr Riggs & Ingram, LLC & RSM US LLP reducing some of the hourly rates from what was proposed. A revised rate schedule is attached to this agenda item. The initial term of the contract will be three years beginning on November 1, 2019. The contract allows for two single year renewal options. Upon completion of negotiations a motion was made to make a final recommendation to the Board of County Commissioners to accept the negotiated hourly rates and enter into a three year term contract with Carr Riggs & Ingram, LLC & RSM US LLP for Internal Audit Services. The motion passed unanimously.

ATTACHMENTS:

Description

- ▢ **Internal Audit Services Proposal Analysis**
- ▢ **Internal Audit Services Consolidated Final Ranking**
- ▢ **Selection Committee Member Rankings**
- ▢ **Negotiated Rate Pricing**



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August 7, 2019

MEMORANDUM

TO: Leslie Rothering, Interim Central Services Director

RE: Item I.3., Internal Auditing Services

The Board of County Commissioners, in regular session on August 6, 2019, accepted and approved the final recommendation of the Selection Committee to award a three year term contract to Carr Riggs and Ingram, LLC and RSM US, LLP to provide Internal Auditing Services to the Brevard County Board of County Commissioners and authorized the Chair to execute the resulting contract upon review and approval by the County Attorney's Office and Risk Management Office; and authorized the County Manager or designee to execute all contract renewals.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/cmw

cc: County Manager
County Attorney

CONTRACT

THIS CONTRACT ("Contract") made and entered by and between THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, hereinafter referred to as "County" and **RSM US LLP**, hereinafter referred to as "Contractor".

WHEREAS, the County has issued a request for proposals for Internal Auditing Services and it is the intent of the County to obtain the services of the Contractor in connection with RFP P-1-19-12 Internal Auditing Services, hereinafter referred to as the "services," and;

WHEREAS, the Contractor submitted the highest ranking, responsive, responsible proposal; and

WHEREAS, the Contractor desires to perform such services on behalf of the County in accordance with the terms and conditions of this Contract;

NOW, THEREFORE, in consideration of the promises made herein and other good and valuable consideration, the following terms and conditions are hereby mutually agreed to, by and between the County and the Contractor:

1. **SCOPE OF SERVICES**

The internal auditing services to be provided under this Contract are as follows:

- (a) Reevaluate and annually update a summary risk matrix.
- (b) In cooperation with the Board of County Commissioners, County Manager, and the County Audit Committee (as appointed by the Board of County Commissioners), develop an annual Audit Plan that includes the projected timeline for the fiscal year, which will detail what audits will be performed. The timeline shall include the dates the Contractor will start fieldwork, projected time to conclude fieldwork, issuance of draft findings, exit conferences with each department, delivery, and reporting to County Audit Committee for each audit to be performed.
- (c) Present and report to the County Audit Committee the results of audits performed.

- (d) Perform individual audits of departments, programs, and/or designated issues. Each audit will consist of the following components:
- Coordinate a time-line with the County.
 - Develop the objectives of the individual audits.
 - Document the process and procedures.
 - Develop the audit program.
 - Complete detailed testing.
 - Draft reports and conduct exit conference with the County Manager and the designated representatives of the department(s) or programs(s) involved in the specific audit.
 - Present and report to the Audit Committee.
 - Attend a Board of County Commissioners meeting.
- (e) Assure quality control as described in Attachment "A".
- (f) Services in addition to the annual Audit Plan shall be provided at the rates under Attachment "B" as approved pursuant to County policies.
- (g) For audit services to be rendered pursuant to this contract, the Contractor agrees to notify the County of any proposed key project team personnel changes during the course of the Contract and provide qualifications of the new personnel assigned to the project team to the County for written approval.
- (h) Provide report to Audit Committee for changes from original audit plan to include impact and costs associated with the change.
- (i) The goal of the Scope of the Work is to provide for a comprehensive auditing approach to review and evaluate the adequacy and effectiveness of Brevard County's system of internal controls (Attachment "C"). The audit shall evaluate and comment on the following:
- The reliability and integrity of financial and operating records and reports.
 - Whether policies, administrative orders, plans, and statutes are complied with.
 - Whether assets are safeguarded from loss.
 - Whether resources are managed and utilized in economical and efficient manner.
 - Whether departments, programs/operations are functioning consistent with established goals and objectives.

2. **CONTRACT TERM/EFFECTIVE DATE**

The term of the Contract shall begin November 1, 2019, and will be for a three (3) year period, with two (2) options to renew of one (1) year each, under the same terms and conditions upon mutual agreement by both parties.

3. **COMPENSATION**

The County shall pay the Contractor the stated rates (Attachment "B") for agreed upon services provided under this Contract plus reimbursement of travel costs pursuant to the County Board policies and Florida Statutes. The County will not pay for travel to and from the official worksite (portal to portal). The Contractor will submit invoices monthly as services are performed to the County Manager's Office. The invoice will be broken out by level of staff, number of hours worked and the agreed-upon billing rates. The invoices are due and payable upon presentation to the County and in accordance with the Florida Prompt Payment Statute, Section 255.0705. Administrative personnel and individual audit report copies of up to thirty (30) per report issued are provided at no additional cost to the County. The total amount paid to the Contractor in any given year for services and travel costs shall not exceed the amount appropriated by the Board of County Commissioners for that year. The Contractor is responsible for the incurred travel costs associated with bringing in a specialist from outside Brevard County.

4. **TERMINATION**

- (a) The Contract may be canceled by the Contractor, for good cause, upon ninety (90) days prior written notice. The County retains the right to terminate the Contract, in part or in its entirety, with or without good cause, upon thirty (30) days prior written notice or as stated herein.

- (b) Termination for Breach: Upon the County becoming aware that the Contractor has not performed in accordance with the terms of the Contract, the County shall notify the Contractor in writing of such breach of the Contract terms. Should the Contractor fail to remedy such breach within 10 business days of issuance of such written notice, the County has the option to terminate the Contract immediately for cause. Such termination shall be in writing and effective immediately. Alternatively, the Contractor and the County may agree upon a reasonable extension of time to remedy the breach based upon the nature and complexity of the nonperformance which shall be documented in writing. Upon the failure of the Contractor to

remedy the breach within agreed upon extension of time to perform, the County has the right to terminate the Contract immediately by issuing such notice of termination in writing.

- (c) Termination Billings: Upon termination of this Contract for convenience or for breach, the Contractor shall be entitled to payment for obligations incurred after the Contractor's receipt of notice of termination or date of the Contractor's date of notice of termination, whichever is applicable, only if the obligations were incurred with the written approval of the County. Obligations incurred prior to a notice of termination shall be paid consistent with the terms of this Contract.

5. **INDEMNIFICATION AND LIMITATION OF LIABILITY**

The Contractor shall hold the County harmless against any and all claims for bodily injury, sickness, disease, death, personal injury, damage to property or loss of use of any property or assets resulting therefrom, arising out of or resulting from the performance of the services for which the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the Contractor, or any subcontractor or any of their agents or employees, or arises from a job-related injury.

The Contractor agrees to indemnify the County and pay the reasonable cost of the County's legal defenses, including fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration has been received by the Contractor under this Contract for this hold harmless/indemnification provision.

To the fullest extent permitted by law, the total aggregate liability of the Contractor (and its respective partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, subcontractors, agents, representatives, successors and assigns) arising out of, from, or relating to the services, work product, or deliverables provided under this Contract, will not exceed \$1,000,000. In no event will the Contractor (or their respective partners, principals, officers, directors, employees, affiliates, subsidiaries, contractors, subcontractors agents, representatives, successors and assigns) be liable for the interruption or loss of business, or any lost profits,

savings, revenue, or goodwill, or incidental, indirect, consequential, punitive, special, exemplary or similar such damages, even if such party has been advised of the possibility of such damages. The limitation of liability contained in this subparagraph shall not apply to: (i) Contractor's indemnification obligations under this Agreement, or (ii) Contractor's gross negligence or willful misconduct.

6. **INSURANCE REQUIREMENTS**

The Contractor and any of its subcontractors providing services under this Contract will be required to procure and maintain, at their own expense and without cost to the County, until final acceptance by the County of all services covered by Contract, the following types of insurance. The policy limits required are to be considered minimum amounts:

- (a) General Liability Insurance policy with a \$1,000,000 combined single limit for each occurrence to include the following coverage: Operations, Products and Completed Operations, Personal Injury, Contractual Liability covering this Contract.
- (b) Auto Liability Insurance which includes coverage for all owned, non-owned and rented vehicles with a \$1,000,000 combined single limit for each occurrence.
- (c) Workers' Compensation and Employers Liability Insurance. Workers' Compensation insurance providing statutory benefits as required in the State of Florida and Employers Liability Coverage in the amount of \$500,000. The Contractor shall require any subcontractor to provide evidence of this coverage.
- (d) Professional Liability Insurance Policy in the amount of \$1,000,000 per claim. If the policy is written on a 'claims made' basis, the Certificate shall clearly state the claims made basis. The policy will provide that the policy retroactive date coincides with or precedes the commencement of the services under this Contract (this also applies to any policies purchased subsequently as renewals or replacements). Coverage shall be maintained for a minimum of four years following termination or completion of this Contract.
- (e) The Contractor is responsible for assuring that its subcontractors also obtain and maintain all types of insurance required under this Contract.

- (f) The Contractor shall have five (5) days to provide certificates of insurance to the County demonstrating that the aforementioned insurance requirements have been met prior to the commencement of work under this Contract.

The certificate(s) of insurance (COI) shall indicate that the Commercial General Liability and Automobile Liability policies have been endorsed to cover the County as an additional insured. Contractor will include a waiver of subrogation in favor of the County under its Workers Compensation policy. Contractor will provide the County with at least thirty (30) days prior written notice of any cancellation, termination or non-renewal of the policies required under this Contract where such cancellation, termination or non-renewal does not result in equal or greater coverage.

- (g) The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the Contractor under the terms of the contract. Any subcontractors providing services to the County in connection with this Contract will be required to obtain and maintain the same coverage as required of Contractor hereunder.

7. **ENTIRETY/MODIFICATIONS**

This writing contains the entire Contract of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. Any modification must be in a written form and signed by both parties.

8. **WAIVER**

The failure of either party to this Contract to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Contract shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

9. **NOTICES/AUTHORIZED REPRESENTATIVES**

- (a) Notices: All notices and written communication between the parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. Any and all notices required by this Contract shall be delivered to the parties at the addresses provided in this section:

FOR COUNTY: Frank Abbate, County Manager
2725 Judge Fran Jamieson Way
Viera, FL 32940
(321) 633-2001

FOR CONTRACTOR: Jennifer Murtha, Program Partner
RSM US LLP
7351 Office Park Place
Melbourne, FL 32940
(321) 501-8169

(b) Either party shall have the right to change its address for notice purposes by sending written notice of such change of address to the other party in accordance with the provisions hereof.

(c) Authorized Representatives: The parties agree that in order to facilitate the orderly and efficient implementation of the services contemplated by this Contract, each party shall have the authority to transmit information pertinent to the work covered by this Contract. The parties understand and agree that only the Board of County Commissioners (County) has the authority to approve any changes or modifications to this Contract. The Contractor shall assign Jennifer Murtha, as the only Contractor representative responsible for all matters assigned by the County under the terms of this Contract.

10. **INDEPENDENT CONTRACTOR**

The Contractor shall perform the services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the Contractor or any of its agents or employees to be the agent, employee or representative of the County.

11. **FEDERAL TAX ID NUMBER**

The Contractor shall provide to the County their Federal Tax ID Number or, if the Contractor is a sole proprietor, a Social Security Number.

12. **EMPLOYMENT**

The Contractor shall not engage the services of any person or persons now employed by the County, including any department, agency, board or commission thereof, to provide services relating to this contract without written consent from the County.

13. **RIGHT TO AUDIT RECORDS**

In the performance of this Contract, the Contractor shall keep books, records, and accounts of all activities, related to this Contract, in compliance with generally accepted accounting procedures. Books, records and accounts related to the performance of this Contract shall be open to inspection during regular business hours by an authorized representative of the County and shall be retained by Contractor for a period of five (5) years after termination of the Contract. All records, books and accounts related to the performance of this Contract shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes.

14. **PUBLIC RECORDS ACCESS**

- (a) Contractor shall comply with Florida Public Records law under Chapter 119, F.S. Records made or received in conjunction with this Contract are public records under Florida law, as defined in Section 119.011(12), F.S. Contractor shall keep and maintain public records required by the County to perform the services under this Contract.
- (b) This Contract may be unilaterally canceled by the County for refusal by the Contractor to either provide to the County upon request, or to allow inspection and copying of all public records made or received by the Contractor in conjunction with this Contract and subject to disclosure under Chapter 119, F.S., and Section 24(a), Article I, Florida Constitution.
- (c) If Contractor meets the definition of “contractor” found in Section 119.0701(1)(a), F.S.; [i.e., an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency], then the following requirements apply:
- Pursuant to Section 119.0701, F.S., a request to inspect or copy public records relating to this Contract for services must be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Contractor of the request, and the Contractor must provide the records to the County or allow the records to be inspected or copied within a reasonable time. If Contractor fails to provide the public records to the County within a reasonable time, the Contractor may be subject to penalties under s. 119.10, F.S

- Upon request from the County's custodian of public records, Contractor shall provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- Contractor shall identify and ensure that all public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Contractor does not transfer the records to the County.
- Upon completion of the Contract, Contractor shall transfer, at no cost to County, all public records in possession of Contractor or keep and maintain public records required by the County to perform the services under this Contract. If the Contractor transfers all public records to the County upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records that are stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is accessible by and compatible with the information technology systems of the County.

(d) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS by telephone at (321) 617-7390, or by email at jennifer.smith@brevardfl.gov or at the mailing address below:

2725 Judge Fran Jamieson Way, Viera, FL 32940

15. **PUBLIC ENTITY CRIMES**

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 a public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list.

16. **UNAUTHORIZED ALIEN WORKERS**

Brevard County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e)(Section 274A(e) of the Immigration and Nationality Act "INA"). The County shall consider a Contractor's intentional employment of unauthorized aliens as grounds for immediate termination of this Contract.

17. **SCRUTINIZED COMPANIES**

- (a) Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the County may immediately terminate this Contract at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of this Contract.
- (b) If this Contract is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the County may immediately terminate this Contract at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies that Boycott the Scrutinized Companies with Activities in Sudan List, or Scrutinized

Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of this Contract.

- (c) The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Contract.
- (d) As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

18. **Employment Eligibility Verification (E-Verify)**

(a) The Contractor:

- shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the COMPANY during the term of the contract; and
- shall expressly require any subcontractors performing work or providing services pursuant to this Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Contract; and
- agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the COUNTY consistent with the terms of the CONTRACTOR'S enrollment in the program. This includes maintaining a copy of proof of the CONTRACTOR'S and subcontractors' enrollment in the E-Verify Program.

- (b) Compliance with the terms of this section is made an express condition of this Contract and the COUNTY may treat a failure to comply as a material breach of this Contract.
- (c) A contractor who registers with and participates in the E-Verify program may not be barred or penalized under this section if, as a result of receiving inaccurate verification information from the E verify program, the contractor hires or employs a person who is not eligible for employment.
- (d) Nothing in this section may be construed to allow intentional discrimination of any class protected by law.

19. **ATTORNEY'S FEES**

In the event of any legal action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

20. **GOVERNING LAW**

This Contract shall be governed, interpreted and construed according to the laws of the State of Florida.

21. **COMPLIANCE WITH STATUTES**

It shall be the Contractor's responsibility to be aware of and comply with all federal, state and local laws.

22. **VENUE**

Venue for any legal action by any party to this Contract to interpret, construe or enforce this Contract shall be in a court of competent jurisdiction in and for Brevard County, Florida and any trial shall be non-jury.

23. **ASSIGNMENTS**

Contractor shall not assign/subcontract any portion of this Contract without the written permission of the County except as otherwise stated herein. The County is aware and acknowledges that Contractor will be engaging Carr, Riggs & Ingram as a subcontractor to perform various services on its behalf under this Contract.

24. **SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this Contract is for any reason held invalid, unconstitutional or unenforceable, by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

25. **CONSTRUCTION OF CONTRACT**

The parties hereby acknowledge that they fully reviewed this Contract, its attachments and had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

IN WITNESS WHEREOF, the County and Contractor have caused this Contract to be executed by its duly authorized representatives as of the date on which the last of the parties hereto executes this Contract below.

ATTEST:



A handwritten signature in blue ink, appearing to read 'Scott Ellis', written over a faint circular seal.

Scott Ellis, Clerk to the Board

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA



A handwritten signature in blue ink, appearing to read 'Bryan Lober', written over a horizontal line.

Bryan Lober, Chair

Date

As approved by the Board on:
August 6, 2019

Reviewed for legal form and content:



A handwritten signature in blue ink, appearing to read 'Shannon L. Wilson, 11/21/19', written over a horizontal line.

Shannon L. Wilson, County Attorney's
Office



A handwritten signature in blue ink, appearing to read 'Jennifer Murtha', written over a horizontal line.

Jennifer Murtha, Program Partner
RSM US LLP
7351 Office Park Place
Melbourne, FL 32940
(321) 751-6200

Attachment A

Quality Control and Assurance Process

The quality of the Contractor's staff over the term of this Contract will be assured through the following:

Quality of our staff over the term of our contract is a priority of ours. Our focus as a firm is to deliver high-quality, responsive service to every client. Specifically, while conducting internal audit services, every phase of the engagement is performed in a manner that drives quality—from planning, to execution of field work, to reporting. The diagram below illustrates the approach we will take to weave quality assurance throughout our engagement with the County. Key facets of our quality assurance approach include:

- **Defining quality management.** Our quality management approach begins with concurrence as to the definition of quality and how we—RSM and the County—will meet those standards. This reflects our conviction that quality should be established through standards and expectations that are understood by all parties and that can be effectively measured.
- **Meaningful involvement of partners, directors and subject matter professionals.**
In accordance with internal policies, we deploy specific procedures to provide reasonable assurance that engagements are properly supervised and reviewed to meet professional consulting standards. As part of this process, our subject matter professionals are involved where their insights are most impactful.
- **Consulting with our national quality and risk management (QRM) network at key project milestones.**
In addition to the active involvement of our partners, directors and subject matter specialists, RSM adheres to formal QRM procedures and consultations related to internal peer review and methodology adherence. Our QRM partners will review key deliverables such as our draft internal audit reports and summary of aggregated observations to ensure the County and its Stakeholders receive work that meets their expectations.
- **Identifying and applying lessons learned.** At the completion of major project phases and milestones, we will work with key contacts to identify lessons learned, opportunities for improvement and instances where quality standards have been met and exceeded. By analyzing this information, our engagement teams will be able to evolve our approach and update documentation accordingly, which ultimately drives continuous improvement and an engagement even more specifically tailored to the County.

Attachment - continued

QUALITY CONTROL AND ASSURANCE PROCESS

The quality of the Contractor's staff over the term of this Contract will be assured through the following:

Core Team who will be continued throughout the term:

- Jennifer Murtha, Program Partner
- Debbie Goode, Internal Audit Partner
- Rob Broline, Dedicated Technical Principal
- Jill Reyes, Internal Audit Program Director
- Ryan Moore, Information Technology Director

In addition, the following quality control measures will be followed during the course of the Contract.

- Every product issued to the County is subject to internal review, which includes approval and sign off by a minimum of two Directors.
- Each individual with primary engagement responsibility must have a colleague backup person that can step in if and when the need arises.
- All professional staff are required to complete a minimum of twenty (20) hours of CPE per year, with a rolling three-year requirement of 120 hours (per AICPA standards). For the proposed core team, the majority of CPE will be industry specific (Yellow Book) or capabilities based (e.g., information technology).
- Staff assignments will match the unique requirements of the individual audit performed.
- The Contractor will provide open, timely communications with County personnel to elicit feedback on our audit team and on matters that may need special attention.
- The Contractor will continue to undergo an independent quality control peer review of the practice administered by the AICPA.
- The Contractor will coordinate any changes to staffing on the engagement with County personnel, and the Audit Committee and provide qualifications of the new personnel assigned to the engagement to the County for written approval.

Attachment B

RATES

Contractor hourly rates for this engagement and for additional professional services provided for the County are as follows:

Position	2020	2021	2022
Partner/Director	\$255	\$265	\$270
Manager	\$204	\$212	\$216
Supervisor	\$175	\$175	\$175
Senior	\$150	\$150	\$150
Staff	\$117	\$122	\$124

IT Specialist			
Position	2020	2021	2022
Partner/Director	\$275	\$275	\$275
Manager	\$250	\$250	\$250
Supervisor	\$200	\$200	\$200

Attachment C

AUDIT APPROACH

The following is the audit approach provided by Contractors to the County.

The Contractor will utilize the COSO Framework for evaluating the effectiveness of internal controls. COSO defines internal control as a process affected by an organization's board of directors, management, and other personnel that is designed to provide reasonable assurance that an organization is achieving its objectives in the following three dimensions. The first dimension is objectives. Internal controls are designed to provide reasonable assurance that objectives are achieved in the following categories:

1. Effective and efficient operations;
2. Reliable financial reporting; and
3. Compliance with applicable laws and regulations.

Internal controls are designed to assure the above objectives are achieved.

The internal audit function will continue to provide the following:

Continuous - Provide a continuous audit function to monitor the structure and proper functioning of the internal control environment, policies and procedures.

On-Site - Become part of the control environment through on-site audit presence with periodic, surprise monitoring visits, testing and assessments.

Real-time - Focus audit tests and results on helping management function effectively and efficiently, through timely, practical ideas for improvements.

Effective - Utilize highly trained, qualified auditors and consultants who are experienced in performing audits and internal control assessments.

Independent - As independent contractors, we will maintain a high level of independence, organizationally and functionally, which provides credibility and assurance.

RISK ASSESSMENT

Risk Assessment is invaluable in the design of the Audit Plan as it serves as the foundation of an effective audit approach. The Contractor shall utilize a "business based" risk assessment approach. Risk assessment is directed toward forming a detailed view of risks within Brevard County's operations, so that the audit team can effectively and efficiently determine the nature, extent and timing of detailed control evaluations and testing.

The Contractor has created tailored tools to form a flexible framework for Brevard County's risk analysis. The framework provides consistency to the audit process, promoting continuity and portability of results, while encouraging penetration into the process and its related risk.

The Contractor's team will summarize its analysis of risk by sub-entity and risk factors using a summary risk matrix. This serves as a "lead schedule" for the team's documentation of risk assessment, and will help the team make specific judgments about where to "drill down" through more detailed audit procedures. The team's summary risk matrix is intended only as a tool to help in organizing and summarizing data. The team may find it useful to consider total sub-entity scores, high scores in specific "cells" of the summary and high scores for a specific risk factor across sub-entities in forming different perspectives on risk and appropriate "drill down." In addition, the team will be conscious of the specific risk assessment process, irrespective of risk scores.

ANNUAL INTERNAL AUDIT PLAN

During the final step of the designing, implementing and planning process, the Contractor will issue a summary risk assessment and propose an annual internal audit plan for approval by Brevard County. The audit plan will be developed based on the outcome of the entity level risk assessment. The focus will be to prioritize the individual processes to effectively utilize the resources allocated to the internal audit function. The processes included in the annual internal audit plan will be, but are not limited to:

- High Exposure
- High Priority
- High Likelihood of Occurrence
- High Impact

INDIVIDUAL PROCESS AUDIT

The respective firm's approach to individual process audits will include defined objectives, established critical paths, setting of key success factors and defining milestones. This will ensure a well thought out audit process, which ensures a successful execution of the individual audits.

Document and Understand the Process

For each process identified, the respective firm will complete an individual process assessment. In order to identify any special problems or concerns associated with the project and ideas as to how these obstacles should be addressed, the respective firm will hold "working sessions" at Brevard County examining processes and developing transaction and process mapping using techniques such as Activity Flow ("swim lane"), Integrated Definition modeling ("IDEF"), and other analytical techniques to provide a clear and accurate map of Brevard County's processes. The purpose of these sessions will be as follows:

- Provide dedicated time to facilitate appropriate understanding of the process.

- Understand the flow of transactions, including how transactions are initiated, authorized, recorded, processed and reported.
- Identify the points within the process at which a misstatement could occur – including a misstatement due to fraud.
- Identify the controls that management has implemented to address these potential errors.
- Identify the controls that management has implemented over the prevention or timely detection of unauthorized acquisition, use or disposition of the company's assets.
- Create a "Process Map" which supports all of the significant inputs, processes and outputs, including key control points.

Assess Design Effectiveness

Each process review will start with an assessment of risk. This will ensure that the focus of the respective firm is on the areas of most concern to the County. A risk matrix will be utilized to prioritize the key risks to determine the proper level of controls as well as risk coverage.

Inherent Risk

- Risk of an occurrence before the effect of any existing controls.
- If you were building this process, what would you be concerned about?
- What can we not prevent?

Residual Risk

- Risk remaining after the application of controls.
- Potentially reduced impact or likelihood from that of inherent risk.

Document Existing Controls

Internal controls are a process affected by an entity's management and other personnel – designed to provide reasonable assurance regarding the achievement of objectives. Contractor represents, and will verify that any subcontractor it utilizes will represent as well, that it has and will maintain the training, credentials and experience to implement a program that ensures:

- Root cause assessment of control effectiveness and deficiencies
- Benchmarking tools which compare existing controls to "best in class"
- The respective firm will source root causes to specific points in the process so that there is there is proper focus on whether there are controls to mitigate the risks.

Assess Operating Effectiveness

To facilitate review and approval by the various interested parties, formal test plans will be utilized to document the key elements of the test and the results. Test plans will cover all controls that are selected for testing and should specify the following key elements:

- Key controls to be tested – Normally management will summarize the controls to be tested at the financial statement assertion level.
- Nature of tests to be used – Tests should be categorized as inquiry, observation, examination, or re-performance.
- Extent of testing – The plans should specify the number of items that are to be tested and the method and reasons for selecting those items.
- Timing of procedures – The plans should specify when the testing should be performed and the time span that the tests cover, including update testing planned from the interim testing date to year-end.
- Description of the test – The plans should specify the procedures to be performed and the assertions supported.
- Key administrative items – The plans should identify who will perform the test, when the test will be performed, what evidence will be reviewed, and where the control is performed.
- Documentation – The plans should describe the documentation required.
- Exceptions – The plans should describe how exceptions will be investigated and addressed and when additional testing should be performed.

Analyze Deficiencies

Design Effectiveness

Evaluate whether the controls are adequately designed to mitigate the risk of material misstatement.

- In assessing the design of controls, the Contractor will work with management to determine whether the controls (procedures, processes, policies, and systems) will, if operating as intended, provide reasonable assurance that management's control objectives are being met (often referred to as design effectiveness).
- The Contractor will evaluate the operating effectiveness of controls during the testing phase of the audit. However, if the design of a control is flawed, the desired assurance that the control is capable of preventing or detecting an error or irregularity even if the control is operating as intended, may not be obtained. Management will need to remedy design deficiencies.

Operating Effectiveness

Once the design adequacy is assessed, the Contractor's tests will evaluate whether the control is operating as designed. The Contractor will clearly articulate design gaps and provide efficient and effective remediation plans. This approach is designed to save Brevard County time and money by identifying areas that can be more efficient and controls that can prevent or detect errors, irregularities or fraud.

Rating Risk

Throughout the process, Contractor will identify risks and deficiencies and rate them for relative risk. Relative risk is an evaluation of the severity of the concern and the potential impact on operations. They are categorized as follows:

High Risk	Considered to be of immediate concern and could cause significant operational issues if not addressed in a timely manner.
Moderate Risk	May also cause operational issues and do not require immediate attention, but should be addressed as soon as possible.
Low Risk	Could escalate into operational issues, but can be addressed through the normal course of conducting business.

By using the high, moderate and low categories Brevard County will be able to prioritize resources to mitigate the identified deficiencies. These ratings may be modified / tailored to the specific area under audit, to be discussed and agreed upon with management as appropriate.

Communicate Results

The Contractor’s reports to Management will include clear and concise communication regarding the results of its audits. The Contractor will identify problems and provide solutions. The following is an example of sections, which may be included in a typical report:

Background	This section will provide an overview of the function within the sub-entity and pertinent operational control points and related compliance issues.
Risk & Control Matrix	A matrix which identifies inherent risk within the process, related mitigating key controls, control gaps and related recommendations.
Identified Issues and Recommended Actions	Based on the Risk and Control Matrix, the team will work with Management to develop recommended actions, process enhancements/efficiencies and estimate potential loss/damage.
Process Documentation	Each process will be documented in a flowchart which identifies data flow, key control points and any identified gaps.

FOLLOW-UP

A truly successful internal auditing function includes a formal on-going monitoring process. This critical step in the internal audit function monitors the action plans of management on the reported audit findings. Each report issued and accepted by the County Audit Committee includes:

- A Detailed Description of the Issue Identified
- Recommended Actions by the Internal Auditors
- Managements Response
- Estimated Completion Dates (“ECD”)

- Responsible Party at the County

The ECD will drive the monitoring process. The County Audit Committee will receive a status report on a quarterly basis (more often if desired). It will include a snapshot of each audit report accepted by the Audit Committee and will include total issues identified, total open items and total closed items. Following the high level summary will be a detailed listing of open items, a description of action to date and the open items ranked as follows:

-  = On schedule to complete ECD.
-  = Missed Original ECD.
-  = Missed Revised ECD.
-  = Annual Follow-up.

Management will be held accountable by the County Audit Committee for their action plans and acceptability of their estimated completion dates. The Internal Auditors will monitor those action plans by ECD and validate if the issues are closed or remain open.

INFORMATION TECHNOLOGY ANALYSIS

Throughout the engagement the Contractor Technology Consultants and other Information Technology (IT) specialists will work with the respective firm's financial specialists to evaluate the County's SAP system, other critical applications and supporting infrastructure controls. Using easy to understand industry accepted process flow and IT mapping software, the Contractor's risk advisory professionals will provide a clear view into both internal and external processes. This enables the most accurate and effective design and implementation of internal controls.

Keeping the County's IT infrastructure aligned with the County's business and technology needs demands a clear understanding of the County's network and applications, physical, and logical topology. The Contractor's IT assurance professionals will use cutting edge network diagramming and analytical tools coupled with extensive experience in system design, development, and logical and physical security to provide a clear and tangible understanding of the County's IT environments.

**RFP P-1-19-12 Internal Auditing Services
Proposal Analysis**

Item	RFP Requirements	Cherry Bekaert LLP	CLA	Responses	RSM	Focal Point
Mandatory Elements	<p>(a) The firm is licensed to practice in Florida.</p> <p>(b) The firm has no conflict of interest with regard to any other work performed by the firm for Broward County and the component units.</p> <p>(c) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal. The firm has submitted all required forms and signatures, as required in the RFP.</p> <p>(d) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.</p>	<p>(a) Cherry Bekaert LLP is a Florida Limited Liability Partnership, per the included State of Florida License.</p> <p>(b) Cherry Bekaert affirms our compliance with the No Conflict Provision (General Condition #25).</p> <p>(c) Cherry Bekaert adheres to the instructions in this request for proposal on preparing and submitting the proposal. The firm has submitted all required forms and signatures, as required in the RFP.</p> <p>(d) Cherry Bekaert submitted a copy of its last external quality control review report and the firm has a record of quality audit work. It should be noted that this System Review Report is from August 2013. (Located on Page 15 in Tab 3)</p>	<p>(a) CLA and all assigned key professional staff are duly licensed to practice public accountancy in the state of Florida.</p> <p>(b) CLA confirms that it and CBI do not have any conflicts of interest as described in General Condition #25.</p> <p>(c) CLA adheres to the instructions in this request for proposal on preparing and submitting the proposal. The firm has submitted all required forms and signatures, as required in the RFP.</p> <p>(d) CLA submitted a copy of its last external quality control review report and the firm has a record of quality audit work.</p>	<p>(a) RSM confirms they and Carl, Allyn, & Morgan, LLC (CAM) and all assigned key professional staff are properly licensed to practice in the State of Florida.</p> <p>(b) RSM confirms that it and CBI do not have any conflicts of interest as described in General Condition #25.</p> <p>(c) RSM adheres to the instructions in this request for proposal on preparing and submitting the proposal. The firm has submitted all required forms and signatures, as required in the RFP.</p> <p>(d) RSM submitted a copy of its last external quality control review report and the firm has a record of quality audit work.</p>	<p>(a) Focal Point confirms all staff are properly licensed to practice in Florida.</p> <p>(b) Focal Point has no conflict of interest with regard to any work performed for Broward County or any of its component units.</p> <p>(c) Focal Point adheres to the instructions in this request for proposal on preparing and submitting the proposal. The firm has submitted all required forms and signatures, as required in the RFP.</p> <p>(d) Focal Point submitted a copy of its last external quality control review report and the firm has a record of quality audit work.</p>	
Technical Quality (maximum 70 points)	<p>(a) Expertise and Experience</p> <p>(1) The firm's past experience and performance on government engagements.</p> <p>(2) The local firm's past experience in performing internal audit series.</p> <p>(3) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.</p> <p>(b) Approach</p> <p>(1) Adequacy of proposed staffing plan.</p> <p>(2) Adequacy of design, implementation, and audit plan.</p>	<p>(a) Expertise and Experience</p> <p>(1) Cherry Bekaert submitted a list representative of the government engagements they have had in the past three years; more examples available upon request.</p> <p>(2) Cherry Bekaert has performed internal audits for 20 government entities over the past three years.</p> <p>(3) Cherry Bekaert has a six-member team with staff that has the requisite experience and expertise asked for.</p> <p>(b) Approach</p> <p>(1) Staffing plan indicates which phase or phases each team member or staff member will be involved in.</p> <p>(2) Cherry Bekaert has submitted a five phase plan for Risk Assessment & Audit Planning Services:</p> <p>Phase I: Planning, Mobilization, and Information Gathering</p> <p>Phase II: Analyze Risk and Plan Audit</p> <p>Phase III: Execute Audit Plan</p> <p>Phase IV: EOI Conference and Reporting</p> <p>Phase V: Activity Wrap Up</p>	<p>(a) Expertise and Experience</p> <p>(1) CLA has performed auditing, consulting, or outsourcing services to 62 Florida government entities over the past two years.</p> <p>(2) CLA has performed internal auditing services for 19 government entities over the past three years.</p> <p>(3) CLA has proposed a nine member team that has the requisite experience and expertise asked for.</p> <p>(b) Approach</p> <p>(1) CLA submitted a list of team members that states each team member's role in the process.</p> <p>(2) CLA's internal auditing process consists of six phases:</p> <p>Phase I: Initiation</p> <p>Phase II: Project Risk Assessment</p> <p>Phase III: Project Planning</p> <p>Phase IV: Project Execution</p> <p>Phase V: Reporting</p> <p>Phase VI: Monitoring</p>	<p>(a) Expertise and Experience</p> <p>(1) RSM has provided services for over 100 government entities in the past three years.</p> <p>(2) RSM has performed internal auditing services for 30 government entities in the past three years.</p> <p>(3) RSM has proposed a five member team that has the requisite experience and expertise asked for.</p> <p>(b) Approach</p> <p>(1) Adequacy of proposed staffing plan.</p> <p>(2) RSM's internal auditing process consists of six phases:</p> <p>Phase I: Planning</p> <p>Phase II: Risk Assessment</p> <p>Phase III: Strategy</p> <p>Phase IV: Execution</p> <p>Phase V: Reporting</p> <p>Phase VI: Close-out</p>	<p>(a) Expertise and Experience</p> <p>(1) Focal Point has 15 engagements with government entities the past three years.</p> <p>(2) Focal Point has performed internal auditing services for 20 entities the past three years.</p> <p>(3) Focal Point has proposed a 15 member team that has the requisite experience and expertise asked for.</p> <p>(b) Approach</p> <p>(1) Focal Point submitted a detailed timeline of the internal auditing process but did not include the roles of the team members.</p> <p>(2) Focal Point's internal auditing process consists of the following:</p> <p>Phase I: Audit Planning and Project Administration</p> <p>Phase II: Perform Fieldwork</p> <p>Phase III: Final Reporting and Deliverables</p>	

**RFP P-1-19-12 Internal Auditing Services
Proposal Analysis**

Item	RFP Requirements	Cherry Bekaert LLP	CLA	BSM	Focal Point
Accessibility (maximum of 15 points)	(b) Firms that have an office located within 75 miles of the County Government Center located in Vero. Additionally, firms will demonstrate an ability to provide the resources necessary to perform the requested services.	Cherry Bekaert has an office located in Orlando, FL	CLA has an office located in Orlando, FL	BSM and CRI both have offices located in Vero Beach, FL	Focal Point's response states the closest offices are in Sumter, FL and Tampa, FL
Compensation (maximum of 15 points)	Information on the desired compensation for services provided, including a proposed payment schedule indicating the manner and method of compensation (the proposed rate of compensation, proposed hourly rate(s) or proposed task by task compensation.)	Partner/Director - \$245/hr Senior Manager/Manager - \$200/hr Senior - \$180/hr Staff - \$125/hr	Principal - \$225/hr Manager/Director - \$185/hr Senior Associate - \$180/hr Associate - \$20/hr	Director/Partner - \$275/hr Senior/Anal - \$200 - \$275/hr Manager - \$150/hr Supervisor - \$175/hr Senior - \$180/hr Staff - \$125/hr	Principal - \$200/hr Director - \$180/hr Senior Manager - \$170/hr Manager - \$170/hr Senior Auditor/Consultant - \$110/hr Auditor/Consultant - \$110/hr
Reference Checks	Purchasing sent out 4 questionnaires to each of the references listed for each contractor asking the following questions: 1. What Services offered? 2. Was Performance Satisfactory? 3. Keep to Set Schedule? 4. Sufficient Resources? 5. Satisfaction/Quality of project team? 6. Any Invoicing issues? 7. Any Employee payment issues? 8. Any Contract Disputes? 9. Additional comments 10. Use company again	1. Annual Financial Audit and process level risk assessments. 2. Yes 3. Company stayed on task and on time. 4. Company had sufficient staff for timely and complete audit. 5. Yes, staff was professional and efficient. 6. No invoicing issues experienced. 7. No 8. No 9. Highly recommend Cherry Bekaert for consulting needs. 10. Yes	The City of Belle Isle 5. Annual Audit 2009-2019 2. Yes 3. Yes 4. Yes 5. Yes 6. No invoicing issues 7. No 8. There were no disputes with the company 9. Good staff, knowledgeable and professional 10. Yes Hillsborough County listed the project risk level schedule, and some call versions of their report had information not followed by management. Hillsborough County said they would rehire CLA depending on the size of project scope	1. BSM provided internal auditing services and two operational audits. 2. Yes 3. Yes 4. Yes 5. Yes, in all cases. 6. No invoicing issues noted. 7. No 8. No disputes reported. 9. All references suggest BSM and state if anymore information is needed to contact them. 10. Yes	1. If assessment, re organization, security analysis, etc. 2. Exceeded Expectations 3. Project was completed with no delays. 4. Sufficient staff was allocated to all projects. 5. The staff matched the needs of the agency and brought expertise to the projects. 6. No invoicing issues. 7. Agency had no knowledge of this but reports staff was collegial. 8. No contract disputes and were willing to take time to teach agency staff. 9. 100% please with the company. 10. Yes



Internal Auditing Services

P-1-19-12

SELECTION COMMITTEE CONSOLIDATED EVALUATION SCORESHEET

MEETING DATE: July 1, 2019 @ 9:00 am

POSTING DATE:

THROUGH:

POSTED BY: Steven A. Darling, Jr.

▼ Committee Member ▼	Cherry Bekaert LLP	CLA	Focal Point	RSM
Kathy Wall	1	1	4	1
Roberta Stoner	2	2	4	1
Eurt Rodriguez	2	3	4	1
TOTAL POINTS	5	6	12	3
RANKING	2	3	4	1

*** Motion made by Roberta Stoner, seconded by Kathy Wall, and passed unanimously to enter into negotiations with the top ranked firm.

Brevard County encourages prompt and fair handling of all complaints and disputes with the business community.
Filing of any disputes and appeals shall be in accordance with procedures specified in bid documents





SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS
P-1-19-14 Internal Auditing Services

Evaluator's Name: *Kaberta Stoner*

Evaluator's Signature: *Kaberta B. Stoner*

	Mandatory Elements	Technical Quality	Accessibility	Compensation		
Points Possible:		70	15	15	100	
▼ Consultant/Company ▼	Compliance with RFQ Instructions	Expertise and Experience & Approach	Office located within 75 miles of the County's Government Center located in Viera.	Pricing	TOTAL POINTS	RANK
Cherry Bekaert		70	10 ⁹	15	95	1
CLA		70	9	15	94	2
Focal Point		55	5	15	75	3
RSM		70	15	10	95	1

94 2
94 2
75 3
95 1



**SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS
P-1-19-14/Internal Auditing Services**

Evaluator's Name: Koehn

Evaluator's Signature: [Handwritten Signature]

	Mandatory Elements	Technical Quality	Accessibility	Compensation		
Points Possible:		70	15	15	100	
▼ Consultant/Company ▼	Compliance with RFQ Instructions	Expertise and Experience & Approach	Office located within 75 miles of the County's Government Center located in Viera.	Pricing	TOTAL POINTS	RANK
Cherry Bekaert		70	15	13	98	1
CLA		70	13	15	98	1
Focal Point		35	0	15	50	2
RSM		70	15	13	98	1



**SELECTION COMMITTEE SCORING AND OVERALL RANKING OF SUBMITTALS
P-1-19-14/Internal Auditing Services**

Evaluator's Name: Euripides Rodriguez

Evaluator's Signature: 

	Mandatory Elements	Technical Quality	Accessibility	Compensation		
Points Possible:		70	15	15	100	
▼ Consultant/Company ▼	Compliance with RFQ Instructions	Expertise and Experience & Approach	Office located within 75 miles of the County's Government Center located in Viera.	Pricing	TOTAL POINTS	R A N K
Cherry Bekaert	Yes	65	12	12	89 ✓	2
CLA	Yes	60	11	15	86 ✓	3
Focal Point	Yes	57	9	14	80 ✓	4
RSM	Yes	68	15	11	94 ✓	1

TAB 5 - COMPENSATION

2.8 Pricing

RSM is committed to our relationship with the County and, as such, we understand that fees are an important aspect in any professional services relationship.

Value in our fees

The County deserves reliable client service, experienced resources and quality results at a fair and competitive fee. Should we continue our relationship with the County, you can expect the following value in the fees for your internal audit services:

- Transparency in agreed upon fees and billing—no surprises
- A direct investment into continuing to create a more efficient service relationship—more streamlined communication translates into better service
- A direct investment into creating and improving innovative technologies, such as Auditor Assistant and Issue Tracking—resulting in efficiencies that means real-time status updates and ongoing management of agreed upon action items
- Sharing of thought leadership, continuing education, industry best practices and improvements with the County
- Results that fully align with your expectations, and fees that reflect an optimized staffing approach and continue to deliver the level of relevance and experience that you have come to expect from us

Based on our understanding of your needs, our estimated fees, inclusive of all costs, are as follows.

Position	2020	2021	2022*
Partner/Director	\$255	\$265	\$270
Manager	\$204	\$212	\$216
Supervisor	\$175	\$175	\$175
Senior	\$150	\$150	\$150
Staff	\$117	\$122	\$124

IT Specialist			
Position	2020	2021	2022*
Partner/Director	\$275	\$275	\$275
Manager	\$250	\$250	\$250
Supervisor	\$200	\$200	\$200

*Rates for 2023 and 2024 would remain at the 2022 rates.

Expenses

As evidence of our commitment to a lasting, transparent relationship with the County, our rates are exactly as outlined above. Any travel, meals and fees for services from other professionals, as well as indirect administrative expenses such as technology, research and library databases and clerical assistance are included within these rates, as required in Section 2.8 of the RFP.

Fee assumptions

- The fees quoted in this proposal will remain valid for 90 days from the date of issuance. If, during the course of this project, the nature or scope of our work should change, we will discuss such matters with you and any expected effect on our fee estimate.
- This is a good faith estimate based upon our understanding of the engagement assumptions and the facts and circumstances we are aware of at this time. If the basis of our estimates is inaccurate, the fees and expenses may be different. It is anticipated that the scope of services will not be substantially different from those currently provided, and as such, these proposed rates should be competitive.
- County resources will be available for the project meetings, walkthroughs and follow up questions. There has been no issue with this in the past.

Our acceptance of this engagement is subject to completion of our acceptance procedures. As noted in the appendix, this will include the successful negotiation of contract terms and conditions upon award.

Additional Professional Services

As noted in the RFP, should it become necessary for the County to request any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only as set forth in an addendum to the contract between Brevard County and the firm. The rates for these services will be the same as noted above, unless unique technical expertise is required beyond the Specialist rate noted. These will be identified in the addendum and approved prior to commencement of related work.

Required statement

Jennifer Murtha has been delegated the executive authority to represent RSM and to bind the RSM to a contract with the County. We certify that Jennifer is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with Brevard County.