

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

COMMITTEE MEMBERSHIP

In preparation for a potential change in auditor, there shall be an auditor selection committee appointed by the Chairperson of the Board of Trustees. The committee shall consist of one trustee and three property owners of the District. To avoid a possible conflict of interest, the Treasurer of the Board and employees of the District shall not be members of the auditor selection committee.

AUDITOR SELECTION

In selecting the auditor for the annual financial audit, the auditor selection committee shall follow the process and procedures as outlined in Florida Statute 218.391. Special note: 218.391 (8) Renewals may be contracted, in writing, by the auditor selection committee without following the auditor selection procedures outlined in 218.391.

If a new auditor is needed, about the beginning of February, the Chairman must appoint an Auditor Selection Committee. The Auditor Selection Committee shall consist of 3 residents. The Chairman shall create a welcome letter for the committee members outlining their purpose, their duties (this should include a current copy of the appropriate Florida Statutes and a copy of Mid-America Intergovernmental Audit Forum's "Selecting an External Auditor"), their need to choose a leader and a secretary, their need to take minutes of their meeting(s) and their need to adhere to the Sunshine Law. Chairman has no say; but, may answer questions. Treasurer may not participate.

In late February, the Chairman must place an ad in the Bradenton Herald (see example ad included with this PP). A deadline for auditing firm submissions should be 9:15 a.m. the day of the first meeting in March.

First Board Meeting in March – The sealed proposals are presented to the Board. Proposals are opened at Board Meeting Workshop and then presented to the Auditor Selection Committee Meeting.

The Wednesday following the first Board Meeting in March, the Auditor Selection Committee shall meet and review proposals and select an auditing firm. If a recommendation cannot be made to the Board at the conclusion of this committee meeting, a second meeting shall be held the following Monday. This meeting(s) is open to the public and minutes are to be kept and submitted to the office as public records.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

Second Board Meeting in March – The Auditor Selection Committee presents their auditor recommendation to the Board and the Board selects the auditing firm. The Chairman follows up with the auditing firm to obtain a letter of intent and/or contract. Auditor selection must be completed by the first Board Meeting in April.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

EXAMPLE AD:

TRAILER ESTATES PARK AND RECREATION DISTRICT hereby requests sealed proposals for financial audit services for the fiscal year ending September 30, (Year) as required by Section 218.39, Florida Statutes. The Auditing entity submitting a proposal must be duly licensed under Chapter 473, qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy, and able to provide the Annual Financial Audit Report/Financial Statements by December 1, (Year) .

Proposal shall include references for current government auditing engagements, a description of the staff to be assigned to the engagement, proposal timeline, and proposed fee. Additionally, the proposal should include the proposed compensation for renewals.

All applicants interested in providing the above-described services to the District must submit in a sealed envelope one (1) signed original and three (3) copies of the above referenced information, as well as a resume of the applicant's qualifications and experience along with any pertinent supporting data by 9:15 a.m. local time, (Date of the first Board Meeting in March) , to the attention of Auditor Selection Committee, Trailer Estates Park & Recreation District, 1903 69th Ave. W., Bradenton, FL 34207 (Telephone: (941) 756-7177). Any proposals received by the District after the stated date and time will not be considered. The proposals will be publicly opened at the Board of Trustees' Workshop, (Date of the first Board Meeting in March) , 9:30 a.m., Small Hall, 1903 69th Ave. W., Bradenton, Florida 34207.

Proposals shall clearly indicate the legal name of the applicant, as well as current contact information, and shall be signed by the owner or an agent or officer having legal authority to bind the applicant. The applicant must be authorized to conduct business in the State of Florida. All expenses incurred in making the proposal shall be done by the applicant. The applicant understands that upon receipt of the proposal by the District the proposal documents become a "public record", as defined in Chapter 119, Florida Statutes and those documents are subject to public disclosure in accordance with that Chapter.

Any comments, questions, or requests for clarification, interpretation or additional information concerning the RFP should be submitted in writing to the Auditor Selection Committee, Attn: (A Committee Member's Name) , at the above address. The applicant is not entitled to rely upon, and the District will not be bound by, any oral interpretations given by District staff or representatives. Written addenda or determinations issued by Auditor Selection Committee are the only method by which this RFP may be clarified, interpreted or modified. If any such written decisions are issued, the District will make reasonable efforts to notify all applicants. However, each applicant shall be responsible for contacting the District Office, prior to submitting their proposal, to determine if any such written decisions have been issued and to amend their proposal as necessary.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP11B

Upon the issuance of this RFP all prospective applicants and any agent, representative or person acting at the request of such prospective applicant shall be prohibited from discussing any matters related in any way to this RFP with any District Board member, officer, agent, or employee other than the Auditor Selection Committee Representative or as may otherwise be directed in this RFP.

The District hereby notifies prospective applicants that it will ensure that minority business enterprises will be afforded full opportunity as participants in response to this RFP, and that during the RFP and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origins, or disability. Anyone requiring accommodations to access any public meeting as required as part of the RFP or contract process should contact the District's Office Manager at the address and phone number provided herein, at least 48 hours in advance of this meeting.

The proposals will be evaluated based upon the perceived ability of the applicant to perform the services described herein, the cost of such services, the time required for implementing such services, and in general the application which best meets the needs of the District. No weight has been assigned to the factors stated above.

The District reserves the right to accept any proposal, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. The District reserves the right to select any applicant submitting a proposal that meets the requirements of this request and shall have sole discretion to determine which proposal is in the best interest of the District. Following selection, the successful applicant shall negotiate an agreement with the District to carry out the terms of its proposal. The resulting agreement shall be subject to all applicable laws and regulations of the State of Florida and all ordinances, regulations and rules of the District.