



**Request for Proposal (RFP)  
# 24-03**

**Polk State College  
Procurement Services  
999 Avenue H, Northeast  
Winter Haven, Florida 33881-4299**

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## Procurement Services

### Request for Proposal (RFP)

<b>Solicitation Number:</b> RFP # 24-03	<b>Solicitation Title:</b> High School Auditing Services	
<b>Issue Date:</b> May 29, 2024	<b>Proposals Due Date:</b> June 20, 2024 @ 4:00 pm EDT	<b>Proposals Opening Date:</b> June 20, 2024 @ 4:15 pm EDT - WAD 236
<p><b>Solicitation Summary:</b></p> <p>Polk State College is seeking proposals from qualified auditing firms to conduct a comprehensive audit of the financial records of the three charter high schools operated by the College for Fiscal Year 2024. The selected firm will be responsible for thoroughly examining all financial transactions, procedures, and controls within the high schools to ensure compliance with relevant laws, regulations, and best practices. The purpose of this audit is to provide an independent assessment of the financial operations of the high schools and to identify any areas for improvement or potential irregularities. Interested firms are invited to submit proposals outlining their qualifications, experience, and proposed approach to conducting the audit.</p>		
<p><b>Procurement Webpage:</b> <a href="https://www.polk.edu/purchasing/bids-rfps/rfp-24-03-high-school-auditing-services/">https://www.polk.edu/purchasing/bids-rfps/rfp-24-03-high-school-auditing-services/</a></p>		
<p><b>Proposal Submittal:</b></p> <p style="text-align: center;">Submit responses via a password-protected ZIP file to <a href="mailto:purchasinggroup@polk.edu">purchasinggroup@polk.edu</a></p> <p style="text-align: center;"><i>Note: Hardcopy, fax, or hand delivered responses will <u>not</u> be accepted.</i></p>		
<b>Procurement Services Department Official Point of Contact:</b>		
<b>Name:</b> Martin Chicas	<b>Phone:</b> 863-298-6838	<b>Email:</b> <a href="mailto:mchicas@polk.edu">mchicas@polk.edu</a>
<b>Name:</b> Angie Armbruster	<b>Phone:</b> 863-669-2918	<b>Email:</b> <a href="mailto:aarmbruster@polk.edu">aarmbruster@polk.edu</a>
<p>Upon receipt of this proposal document, any and all communications regarding this proposal must be made only to Procurement Services. Any violation of this condition could result in proposal disqualification.</p>		
<p>In order to ensure uniformity, all proposals must be submitted on the enclosed forms or exact photocopies and signed by an authorized representative of the company submitting the proposal. Proposals not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.</p>		

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## Definitions

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- **College:** Refers to Polk State College.
- **Charter High School:** Refers to the three high schools operated by Polk State College.
- **Evaluation Committee:** Independent committee comprised of a member of the College District Board of Trustees and community members. Established to review the proposals submitted in response to a Request for Proposal, score the proposals in accordance with the criteria, and make a recommendation for award. The procurement services manager serves as the non-voting chair of the evaluation committee.
- **RFP:** Request for Proposal. A formal request soliciting credentials from qualified firms. Includes specifications or scope of work and all contractual terms and conditions.
- **Proposer:** Firm submitting their credentials in response to a Request for Proposal.
- **Proposal:** Credentials prepared and delivered in response to a Request for Proposal.
- **Project Manager:** Polk State College representative.

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## General Information

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### Questions

Any questions or requests for clarifications regarding this Request for Proposal (RFP) during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted via email to [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu) using the RFP number as the subject line no later than the date and time listed on Appendix A – Procurement Selection Timeline. No questions or clarifications will be considered after that date and time. Responses will be posted as an addendum and made available on the Procurement Services webpage at [www.polk.edu/purchasing/](http://www.polk.edu/purchasing/).

### Addendum

Should any revisions, clarifications, or supplemental instructions be needed, Polk State will issue a written addendum to all proposers who received an RFP package from Polk State College's Procurement Services department. Proposer shall sign, date, and return the acknowledgment page of the latest/final addendum with their proposal. Previous addenda will be deemed received. It is the proposer's responsibility to contact Polk State College in the event that a previous addendum is not received. All proposers should check the website at least seven calendar days before the date fixed for receiving the proposals to ascertain whether any addendum has been issued.

### Due Date/Time

Polk State College cautions proposers to assure actual delivery of emailed proposals prior to the deadline set for receiving proposals. A list of proposals received will be available on the dedicated webpage at: [polk.edu/purchasing/bids-rfps](http://polk.edu/purchasing/bids-rfps).

### Email Process

Proposals must be submitted exclusively via email in a password-protected ZIP file format. Any proposal not delivered in this manner will not be considered for evaluation. Polk State College does not accept responses via fax, hard-copy submissions via mail carrier services, or hand-delivered submissions. This measure ensures the security of sensitive information contained within the RFP and streamlines the review process.

### Late Submittal

Proposals received after the specified time and date will not be accepted under any circumstance. Be advised that the actual timestamp of the email will serve as the determinant for the actual time of receipt. Proposers are encouraged to ensure that submissions are delivered within the specified timeframe to facilitate fair evaluation.

### Accuracy of Proposal Information

Any proposer included information, which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect shall be disqualified from consideration and may be disqualified from applying for other Polk State College work for a period of up to three years.

## **Acceptance / Rejection**

Polk State College reserves the right to reject all proposals, to waive any informalities and technicalities, to solicit and re-advertise for new proposals, to abandon the solicitation in its entirety, or to make the award to the proposer who, in the opinion of the College, will be in the best interest of the College. Polk State reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award.

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## **General Conditions for Submission**

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### **Awards**

Polk State College reserves the right to make awards at its discretion, prioritizing the best interest of the College. Furthermore, the College reserves the right to reject any and all responses, to cancel a solicitation process at any time, or waive any minor irregularity or technicality in responses received. In some cases, an award may be based on the top-ranked bidder/proposer and the College being able to agree on final contract terms. If for any reason the top-ranked bidder/proposer and College cannot agree on final contract terms, the College may elect to re-open the solicitation, cancel the solicitation, or award it to the second highest ranked bidder/proposer, and so on.

### **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 proposals on a contract to provide any goods or services to a public entity, may not submit proposals on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 - category two for a period of 36 months from the date of being placed on the convicted vendor list. By submitting a proposal, the proposer represents that all restrictions related to public entity crimes stated in Section 287.133(2)(a), Florida Statutes, do not apply to the proposer's firm, or that of their subcontractors or suppliers.

### **Gifts**

Polk State College's District Board of Trustees Rule 3.32 states the following, in part: College employees may not accept or solicit any gift [see Sections 112.312 (12)(a) and 112.312 (12)(b), Florida Statutes] of any kind (except as otherwise provided within this rule) from any person or entity (a prohibited source) who is seeking official action by the employee or College or does business (or seeks to do business) with the College.

### **Clarifications**

Polk State College reserves the right to request clarification of information submitted and to request additional information from one or more firms.

### **Public Records**

Polk State College operates under the public disclosure laws required of governmental agencies. Proprietary firm information must be identified and will be protected to the greatest extent possible but must be disclosed by Polk State College upon receipt of a public records request. Upon award recommendation or thirty calendar days after opening, whichever occurs first, proposals become public records and shall be subject to public disclosure consistent with Sections 119.07(3)(m) and 119.071(1)(b), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP; must identify the data or other materials to be protected; and must state the reasons why such exclusion from public disclosure is necessary. Proposals may be reviewed at Procurement Services.

### **Retention of Records**

Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this RFP for a period of five years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes.

## **Cost**

Polk State College accepts no responsibility for any expenses incurred by those proposers offering their services in the preparation of a response to either this RFP or subsequent requests. All submitting expenses shall be borne by the offering proposer exclusively.

## **License and Permits**

All entities defined under Chapters 607, 608, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State of Florida's Department of State. It shall be the responsibility of the Contractor to obtain, at no cost to Polk State College, any and all licenses and permits required to complete the contractual services. These licenses and permits shall be readily available for review by the College's Procurement Services Manager.

## **Substitution of Key Personnel**

The successful proposer shall obtain approval from Polk State College prior to reassigning any key staff involved in the performance of this service as shown in the submission. The successful proposer will also obtain approval from Polk State College prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. Polk State College may, with prior written substantiation, require removal of any employee(s) of the successful proposer who the College reasonably deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or whose continued employment on the contract it deems contrary to public interest or not in the best interest of Polk State College.

## **Background Screening Requirements**

As a condition of the award, the successful proposer shall, at its expense, ensure that all the proposer's employees and the employees of proposer's subcontractors who will be permitted access on college grounds when students are present meet the background screening requirements of Section 1012.465, Florida Statutes, (Jessica Lunsford Act). The proposer's failure to comply with this requirement will constitute a material breach of the contract. Information regarding the compliance procedure is available by calling Procurement Services of Polk State College at (863) 297-1083. All costs to comply with this requirement will be borne by the proposer.

## **Subcontractors**

The proposer is fully responsible for all work performed under the contract resulting from this RFP. The proposer may, upon receiving prior written consent from the College's Procurement Services Manager, enter into written subcontract(s) for performance of certain of the proposer's functions under the Contract. No subcontract which the proposer enters into with respect to performance of any of its functions under the contract, shall in any way relieve the proposer of any responsibility for the performance of its duties.

## **Contact**

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following Polk State College posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of Polk State College concerning any aspect of this solicitation, except in writing to the authorized Polk State College Procurement Services representative.

## **CCNA**

Polk State College reserves the right to proceed to interview without further discussion of submissions received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).

## **Confidentiality of Information**

Subsequent to the execution of an agreement, no reports, information, or data given to or prepared by the successful proposer shall be made available to any individual or organization by the successful proposer without the prior written approval of the Procurement Services Manager.

## **Additional Information**

No additional information may be submitted, or follow-up performed, by any proposer after the stated due date outside of a formal presentation to the evaluation committee, unless specifically requested by the College.

## **Termination**

If the awarded contract is terminated or cancelled within the first year of the contract period, Polk State College may elect to negotiate and award the contract to the next ranked proposer or to issue a new RFP, whichever is determined to be in the best interest of the College.

## **Governing Law and Venue**

Any contract resulting from this RFP shall be governed by the laws of Florida, without giving effect to the choice of laws principles thereof, and is deemed to have been executed, entered into, and performed within Florida. The parties hereby irrevocably submit to jurisdiction in Florida, and venue shall lie in the Polk County Courts. The parties hereby waive any objection to such jurisdiction and venue.

## **Force Majeure**

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the contract resulting from this RFP or interruption of performance resulting directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

## **Americans with Disabilities Act**

The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFP may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

## **Anti-Discrimination Clause**

The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.

## **Unauthorized Employment of Alien Workers**

The College does not intend to award publicly funded contracts to those entities or affiliates who knowingly employ unauthorized alien workers, constituting a violation of the employment provisions as determined pursuant to Section 274A of the Immigration and Nationality Act.

## **EEO Statement**

Polk State College is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, gender identity, marital status, veteran status, genetic information, disability, or pregnancy.

## **Conflict of Interest**

All proposers must disclose with the proposal the name of any officer, director, or agent who is also an employee of Polk State College. All proposers must disclose the name of any College employee who owns, directly or indirectly, an interest of five percent or more in the proposer's firm.

## **Service and Warranty**

Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to the performance of this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

## **Liability**

The supplier shall hold and save the College, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

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## Insurance Requirements

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### 1. Applicability

Only the awarded firm must comply with the following insurance requirements. Do not include a certificate of insurance with your proposal. The awarded firm will be required to provide a certificate of insurance at the time of contract execution.

The contractor shall purchase all necessary Workers Compensation Insurance, General Liability Insurance, Professional Liability Insurance, and where applicable, Public Liability and Property Damage Insurance with the College being included as an additional named insured on the liability insurance policies. Certificates of Insurance on all such insurance coverage carried by the contractor shall be furnished to the College. Minimum limits for insurance to be provided shall be as follows:

- 1. Public Liability and Property Damage Insurance:** The Contractor shall purchase and shall require each of the sub-contractors to secure and maintain during the life of the sub-contract, insurance of the type specified herein or insure the activities of their subcontractors in his/her policy as specified.

**Commercial General Liability** – This policy must be on an occurrence basis, claims made forms are not acceptable.

\$1,000,000 Each Occurrence  
\$100,000 Property Damage (Any One Fire)  
\$5,000 Medical Payments (Any One Person)  
\$1,000,000 Personal & ADV Injury  
\$2,000,000 General Aggregate  
\$2,000,000 Products-Comp/OP Aggregate

**Comprehensive Automobile Liability Insurance** (including hired and non-owned vehicles, if any) in limits of One Million Dollars (\$1,000,000) Combined Single Limit each accident.

**Excess Liability or Umbrella** - \$1,000,000

- 2. Worker Compensation Insurance:** The contractor/vendor shall maintain, during the life of this agreement, Workers Compensation Insurance for all employees connected with the work of this project. If any work is being sublet, the contractor/vendor shall require the subcontractor to provide Workers Compensation Insurance for all subcontractor employees unless such employees are covered by the protection afforded by the contractor. Such insurance shall comply fully with the Florida Workers Compensation Law. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Workers Compensation Statute, the contractor shall provide, and cause each subcontractor to provide, adequate insurance satisfactory to the purchaser, for protection of their employees not otherwise protected.

**Workers' Compensation Insurance** in compliance with statutory limits, (Chapter 440, Florida Statutes):

Employer's Liability

Five Hundred Thousand (\$500,000) each accident,  
Five Hundred Thousand (\$500,000) Disease, each employee,  
Five Hundred Thousand (\$500,000) Disease, policy limit.

Waiver of Subrogation Endorsement – Include “Waiver of Subrogation applies.” Certificates evidencing that all the above insurance coverage and limits are in force will be furnished to the College before any services are performed, at all renewal times, and will require written notification to the College at least thirty days prior to any cancellation, termination, non-renewal, or modification. The words “endeavor to” and failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative” should be omitted or lined out on the certificate.

\*All insurance will be with insurers authorized to do business in Florida.  
\*All policies should be Occurrence Form only.  
\*The policy number will be provided on all certificates

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## Background

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Polk State College operates three charter high schools. Polk State Lakeland Collegiate High School, located on the Lakeland Campus, and Polk State Chain of Lakes Collegiate High School, located on the Winter Haven Campus, serve the 10th, 11th, and 12th grades. Polk State Lakeland Gateway to College Collegiate High School, located on the Lakeland Campus, serves 11th and 12<sup>th</sup> grades. Combined, the three high schools serve almost 900 students.

The three schools play a vital role in the Polk County community by offering a diverse range of academic programs, extracurricular activities, and support services. With a dedicated faculty and staff, the schools strive to create a conducive learning environment that fosters academic excellence and personal growth among their students. One of the standout features offered by the schools is the opportunity for students to earn college credits while pursuing their high school diploma. Some students take advantage of the opportunity to earn an Associate of Arts, Associate of Science, certificates or even a bachelor's degree, which allows them to gain a head start on their higher education journey.

As part of the College's commitment and ongoing efforts to ensure transparency, accountability, and sound financial management, Polk State College is seeking to engage the services of a qualified auditing firm to conduct a comprehensive audit of the financial operations of Polk State Lakeland Collegiate High School, Polk State Chain of Lakes Collegiate High School, and Polk State Lakeland Gateway to College Collegiate High School for Fiscal Year 2024.

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## Scope of Work

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### 1. Objective:

The primary objective of this audit is to express an opinion on the fair presentation of the basic financial statements of the three charter high schools for Fiscal Year ending June 30, 2024. This audit will be the first of its kind performed for the schools and is expected to set a standard for subsequent annual audits, reflecting the highest level of transparency and accountability.

The audit must be performed in strict conformity with:

- a. Government Auditing Standards as promulgated by the Comptroller of the United States.
- b. The rules of the Auditor General for the State of Florida, Chapter 10.551(3), and Chapter 10.850 specific to Charter Schools.

### 2. Timeline and Duration:

The audit work will commence after July 1, 2024, following the close of the fiscal year. The initial contract will span five years, subject to annual reviews of performance and mutual agreement to continue, with the option to renew thereafter.

### 3. Audit Scope:

The selected auditing firm will examine financial transactions, accounting practices, and compliance with applicable laws and regulations.

The audit will include but not be limited to the examination of revenue recognition, expense classifications, and the adequacy of internal controls.

The auditor is required to prepare and present a comprehensive audit report that includes an opinion on the financial statements, findings, and recommendations.

The audit report must adhere to the format and content requirements specified in the Rules of the Auditor General, Chapter 10.850 for Charter Schools.

The final audit report is to be submitted to the District Board of Trustees, the College's administration, and the Auditor General of Florida no later than three months after the commencement of the audit work.

#### 4. Exclusions:

Given that the three high schools operate under the College's Federal Employer Identification Number (FEIN) and the College is exempt from federal income tax, the Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax, is not required as part of the audit service.

#### 5. Auditor Qualifications:

The CPA firm must demonstrate extensive experience in conducting audits in accordance with Government Auditing Standards and specific experience with educational institutions or charter schools.

The firm must be licensed to practice in the State of Florida and in good standing with all professional regulatory bodies.

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### **Proposal Submittal Requirements**

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#### 1. General Proposal Requirements

- a. Proposals shall be signed by an authorized representative of the auditor. All information requested must be submitted.
- b. Proposals shall be as thorough and detailed as possible so that the committee may properly evaluate the auditor's capabilities to provide the required services. To facilitate analysis of the submittal, the firm must prepare its proposal in accordance with the criteria outlined in the Tab Detailed Information section.
- c. Proposals shall respond to each of the criteria in the same order listed and use tabs to identify each section.
- d. Costs incurred to prepare a proposal are solely those of the proposer. Nothing contained within this RFP is indicative of an intent by the College to reimburse the proposer, in whole or in part, for any costs associated with preparation, submission, or presentation of proposals.

#### 2. Specific Proposal Preparation Requirements

- a. The return of this complete RFP signed and completed as required.
- b. The completed Mandatory Pre-Qualification Form (Appendix B). The purpose of the Mandatory Pre-Qualification Form is to determine if the auditor meets the following mandatory criteria:
  - i. The auditor meets appropriate state licensing requirements.
  - ii. The auditor meets the independence requirements of the Government Auditing Standards issued by the Comptroller General of the United States.
  - iii. The auditor is in compliance with applicable peer review and continuing professional education (CPE) requirements of the Government Auditing Standards.
  - iv. The auditor has a record of responsible work.
  - v. The auditor meets other minimum standards set forth in the RFP, such as those pertaining to the auditor's financial condition, adequacy of staffing, and experience auditing similar organizations.

Failure to meet the mandatory criteria will result in immediate rejection of the entire proposal and no evaluation of the remainder of the technical component or of the cost proposal will be made.

#### 3. Technical Component of Proposal

- a. Detailed written narrative statements on each of the following:
  - i. A description of the auditor's firm rendering the proposal, including whether the firm is international, national, regional, or local; the number of years in business; and the number of employees in the local office.

- ii. Experience in providing the services described herein, including relevant knowledge of and experience in applying applicable federal and state regulations.
- iii. Biographies, including experience of the individuals who will be assigned to the engagement, relevant experience of each in performing financial and compliance audits of entities similar to the College's charter schools, and recent (past 24 months) continuing professional education of each individual assigned to the engagement. Include a positive statement that these individuals have met the required continuing professional education standards to be qualified to work on audits under Government Auditing Standards.
- iv. A work plan to accomplish the scope of work, including information on the timing of field work, and any overview and start up work that would be required in the first audit year. Include the approximate date the audit will begin and end for the first year, as well as approximate dates for delivery of the required reports. The work plan must include time estimates for and identification of each significant segment of the work and the staff level to be assigned. The work plan must also include an explanation of the audit methodology to be followed to perform the services required in this request for proposals.

b. Proposers will be required to provide the following information on their audit approach:

- i. Sampling techniques and the extent to which statistical sampling may be used in the engagement.
- ii. Type and extent of analytical procedures that may be used in the engagement.
- iii. Approach to be taken to segment the engagement.
- iv. The hours of staff time at each level that will be devoted to each segment.
- v. Approach to be taken to gain and document an understanding of the internal controls of the schools.
- vi. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- vii. Approach to be taken in drawing audit samples for purposes of tests of compliance.

c. For the firm's office that would be assigned responsibility for the audit, list the most significant audit engagements (minimum of three) performed in the last five years that are similar to the engagement described in this request for proposals. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partner(s), total hours, and the name, telephone number, and email address of the client contact. There should be no dollar units or total costs included in the technical component of the proposal.

#### 4. Cost Component of Proposal

a. The following information must be included in the cost section of this RFP:

- i. Total hours required to complete the engagement for each year by personnel levels (i.e., total hours for partner, manager, supervisor, senior, and junior).
- ii. Total fees for audit services for each year.
- iii. An amount of professional services, in hours, allowed each year without additional cost to the College. Such services will not be directly related to the annual audit.

A separate cost proposal is required for each year of the contract period specified in the scope of work section of this proposal.

Out-of-pocket expenses for firm personnel, if any, for firm personnel will be reimbursed at the rates used by the College for its employees (e.g., travel, lodging and subsistence).

All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm. By submitting a proposal, the proposer certifies that the firm will accept reimbursement for travel, lodging and subsistence at the prevailing rates for employees of Polk State College.

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### **Tab Detailed Information**

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#### **Tab 01 – Letter of Transmittal**

Letter of Transmittal: This one-page letter will summarize in a brief and concise manner, the proposer's positive commitment to perform the work in a professional and timely manner. Additionally, it should include the statement "**All information submitted is certified to be true and accurate.**" The letter must be signed by an official authorized to make such commitments and legally enter into a contract with Polk State College and must indicate the official's title or authority.

## **Tab 02 – Company Information**

Tab 02 must include a brief introduction of the firm submitting the proposal, including its history, date incorporated, current personnel, office location(s) and opening dates.

1. Information of the proposer (Appendix C).
2. W-9 Form: Submit a completed W-9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).
3. Drug Free Workplace (Appendix D). In accordance with Section 287.087 Florida Statutes, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached form certifying that it is a Drug Free Workplace shall be given preference in the award process.

## **Tab 03 – Financial Information**

Attach in a separate password-protected ZIP file complete audited financial statements of your firm's financial condition for the most recent fiscal year. Financial statements that are submitted are exempt from becoming public record, per Section 119.071(c) Florida Statutes.

## **Tab 04 – Experience and Qualifications of the Firm**

Tab 04 must include evidence of the firm's qualifications to perform audits in accordance with Florida law and the specific standards applicable to Polk State College's three charter high schools, including Government Auditing Standards and the Rules of the Auditor General, Chapter 10.850 for Charter Schools.

Provide a list of similar audits conducted in the past five years that are comparable in type, size, and complexity, and that best illustrate the experience of the firm and the staff being assigned to this audit. Include at least three audits.

Proposals submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents and amendments resulting from negotiations/award of this RFP.

## **Tab 05 – Experience and Qualifications of Personnel**

Tab 05 must include an organizational chart, as it will relate to this audit, indicating key personnel and their assignments and responsibilities. Include photos of key staff, if possible, and indicate which positions are full-time or part-time.

List the experience of each employee within the firm that will be assigned to this audit. Include current job description, resume, list of similar audits, education/college degrees, licenses, and professional certifications.

Specify governmental CPE attended in the past 24 months by the partner(s) and each person to be assigned to this engagement.

## **Tab 06 – Approach and Methodology**

Provide detailed description of the approach and methodology for conducting the audit, including:

- a. Sampling techniques and the extent to which statistical sampling may be used in the engagement.
- b. Type and extent of analytical procedures that may be used in the engagement.
- c. Approach to be taken to segment the engagement.
- d. The hours of staff time at each level that will be devoted to each segment.
- e. Approach to be taken to gain and document an understanding of internal controls.
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- h. An explanation of how the firm will ensure compliance with the applicable auditing standards and legal requirements.

Include in this section a table of deliverables including the following:

- a. Completion of interim work.
- b. Completion of year-end field work.
- c. Submission of audit adjustments and draft findings.

- d. Exit conference.
- e. Issuance of report (No later than September 30, 2024).

**Tab 07 – Cost Proposal**

State the total hours and hourly rate required by staff classification and the resulting all-inclusive maximum fee, including out of pocket costs for which the requested work will be done. State the amount of professional services, in hours, allowed each year without additional cost to the auditee. A separate all-inclusive fee must be stated for each audit for each year.

**Tab 08 - Resolution of Litigation and Disputes**

Provide a summary of any litigation, claim(s), or contract dispute(s) which have been finalized/decided by a court of law, which were filed by or against the firm in the past five years. The summary shall include the basis of the lawsuit, litigation, claim, or contract dispute, a brief description of the case, the outcome, and the monetary amounts involved. Exclude lawsuits such as: liens/lawsuits filed by you due to non-payment (by your client) after attempts to collect outstanding accounts receivable have been unsuccessful, third-party lawsuits where you were dismissed from the case because you were not directly involved, landlord/tenant lawsuits, cases where you were granted summary judgment and released from the lawsuit, improper termination of employment, and negligence cases such as a slip-and-fall on your office premises.

Additionally, the following form and information must be submitted in this section:

1. Disputes Disclosure Form (Appendix H).
2. Pending Litigation: Include any information regarding your firm being involved in any potential or pending litigation.

**Tab 09 - Location**

Tab 09 must include a simple map that shows the proposer’s location relative to the College’s Winter Haven Campus. Maps are available at [www.mapquest.com](http://www.mapquest.com) or [maps.google.com](http://maps.google.com).

Identify the location of the specific office that will have direct responsibility for this project, including the county where this office is located and the number of miles and drive-time to/from the College’s Winter Haven Campus. Points will be awarded based on the specific office having direct responsibility for this project:

<b>Location</b>	<b>Points</b>
Polk County	5
Bordering County (Hardee, Highlands, Hillsborough, Lake, Osceola, Orange, Pasco, or Sumter)	4
Florida, excluding the above locations	3
Outside of Florida	2

**Tab 10 - References – Continental United States, Hawaii, and Alaska only**

Provide no more than five references from similar audit engagements. Do not include as a reference Polk State College staff or District Board of Trustees (DBOT) members.

Reference information must be submitted on the References Form (Appendix G).

If possible, include reference letters from the client on each of the three most closely related audits that the firm has completed.

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## Evaluation of Criteria

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The Evaluation Committee will evaluate the written proposals to determine who to shortlist and interview based upon the proposal evaluation criteria below. After the evaluation process, those firms presenting the most responsive statements will be shortlisted and asked to present a personal interview before the Evaluation Committee.

Polk State College reserves the right to accept or reject any proposal in the best interest of the College.

Polk State College reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contractual services within 15 days of signing the contract and/or if an acceptable fee cannot be negotiated.

The evaluation criteria will be based on a consensus scoring method among the Evaluation Committee members. The proposals will be ranked highest to lowest with a total maximum score of 100 based on the following criteria:

Criteria	Points
Firm Experience & Qualifications	25
Approach & Methodology of Audit	25
Team Composition and Management Plan	30
Proposal Price	15
Location	5
<b>Total Available Points</b>	<b>100</b>

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## Selection Process

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### 1. Short-Listing

The written proposals received in response to this RFP will be evaluated and ranked by the Evaluation Committee comprised of not less than five voting members in accordance with the process and evaluation criteria and utilizing the attached ranking sheet. Various (non-competing) professional consultants and representatives from Polk State College Procurement Services may also be present during this process as non-voting members of the committee. A ranking shall be established by totaling the sum of the scores given to each proposer by all voting members of the Evaluation Committee. The committee has the option to select (short-list) and/or award a minimum of two proposers who may give a presentation at a later date to the Evaluation Committee.

No information will be released by Polk State College after the due date for submission of the proposals until the selection of the short-listed firms has been made. All submitting firms will receive notification of the proposers selected. The ranking established for short-listing will carry forward to the next portion of the process. In accordance with the CCNA, Polk State College reserves the right to conduct or not conduct interviews, at its sole discretion.

Non-responsive proposals will be rejected by Procurement Services and will not be distributed to the Evaluation Committee for consideration. Additionally, the Evaluation Committee may determine that one or more required submittals/documentation are so inadequate as to be determined to be non-responsive. A proposal may be non-responsive due to:

- a. Late submission.
- b. The proposer does not meet minimum requirements.
- c. Failure to follow the required format listed.
- d. Failure to sign the proposal.
- e. Failure to acknowledge addenda (unless all changes are not material, ex: extending the due date).
- f. Failure to provide required submittals / documentation.
- g. Failure to register as a prospective submitting firm.

The list of short-listed proposers will be posted on the dedicated webpage and the ITB/RFP bulletin board in the Procurement Services department.

## **2. Notification of Short Listing**

The short-listed proposers will be notified, as follows:

- a. An email will be sent to those firms who have been short-listed, notifying them of the place and time of their interview/presentation.
- b. Specific questions/clarifications that the Evaluation Committee would like for all proposers to address will be included in this notification.
- c. Should the evaluation criteria for the oral presentations be changed, the revisions will be included in the email.

## **3. Reference Check**

Procurement Services shall perform a written reference check.

- a. A reference questionnaire will be emailed to each of the references listed in the proposal.
- b. A written tabulation of the responses will be provided to the Evaluation Committee

## **4. Oral Presentation/Interview**

Scores from the written evaluation will not be brought forward to the oral presentation/interview. Only preference of position in interview order will be advantaged by short-listed ranking.

Oral presentations are tentatively scheduled for the date listed in Appendix A. Proposers should plan 20 minutes for introductions and presentations and 20 minutes for questions and discussion in a “sit down” meeting format.

The Evaluation Committee would like those individuals who will be directly involved in the audit to attend the presentation/interview.

If your presentation uses PowerPoint, which the College prefers, a flash drive of the presentation must be provided to the Procurement Services Manager.

Polk State College will provide a computer and a screen for your use. Short-listed firms should bring their PowerPoint presentation on a flash drive. Short-listed firms may bring their own equipment to use for PowerPoint (or other) presentations if they choose.

The oral presentations are exempt from the Sunshine Law, FS 286.011, and therefore, are not open to the public. However, they will be recorded and made available for review.

## **5. Identical or Tie Scores**

In the event two or more proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

- a. Drug Free Workplace (Appendix D),
- b. Proposer’s place of business is within Polk County,
- c. Proposer’s place of business is within the State of Florida,
- d. Prompt Payment Discounts,
- e. Flip coin.

**6. Evaluation Criteria Rating Sheets**

The Evaluation Committee will review the proposals received in response to this RFP based on the evaluation criteria included in this document. The Evaluation Committee will utilize the attached Evaluation Rating Sheets for both the short listing and oral presentation/interview portions of the process.

**7. Recommendation**

The Evaluation Committee will recommend to the College President and, upon her approval, then to the District Board of Trustees of Polk State College.

The recommendation for ranking that moves to the District Board of Trustees will be posted for review by interested parties at the Procurement Services Department for a period of at least three working days.

**8. Negotiation and Award**

Polk State College anticipates award to the highest ranked proposer, judged by the College to be the most advantageous. Final approval of the ranking of proposer(s) shall be by the District Board of Trustees at a regularly scheduled public meeting.

The RFP and ranking process does not constitute an offer, agreement, or a contract with the proposer. Once the ranking is approved, negotiations will commence with the top-ranked firm. Failure to complete negotiations with the firm ranked first will result in negotiations with the firm ranked second, and so on. The contract will become binding upon approval by the appropriate level of authority within Polk State College and executed by the parties.

The process will be in accordance with FS 287.055, the Consultants’ Competitive Negotiation Act (CCNA).

**Protests**

Failure to file a protest to Polk State College’s Procurement Services department within 72 hours of posting of the recommendation for award shall constitute a waiver of proceedings.

**Exclusive Rights**

The contract will NOT grant exclusive rights to all service requirements of Polk State College.

**Important Notice**

Proposers are required to complete all appendix forms as part of the RFP submission process, except for the Woman, Minority, Veteran-Owned Business Statement (Appendix H), which should only be completed if applicable.

**AFFIRMATION**

By submission of a proposal, the proposer affirms that their proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The proposer agrees to abide by all conditions of this RFP and the resulting contract.

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SELECTION CRITERIA RATING FOR WRITTEN PROPOSAL	
RFP NO. 24-03	High School Auditing Services
Project Location: Winter Haven Campus	
Name of the Firm:	

**INSTRUCTIONS:** Rate the information in each of the following sections and sign below.

Evaluation Criteria	Maximum Points	Awarded Points
<b>Firm Experience &amp; Qualifications:</b> The firm demonstrates a comprehensive understanding of the unique financial landscape and regulatory requirements within the education sector and vast experience in conducting audits for similar institutions, demonstrating a strong track record of delivering accurate and reliable financial assessments tailored to the unique needs of educational institutions.	20	
<b>Approach &amp; Methodology of Audit:</b> The firm's proposed approach outlines a systematic method for identifying and mitigating key financial risks, such as revenue recognition and expenditure management. The methodology prioritizes efficiency, timeliness, and thoroughness in audit procedures. Emphasizing open communication and collaboration with the school's finance team, it provides regular updates and opportunities for input throughout the audit process. Compliance with auditing standards is assured.	20	
<b>Team Composition and Management Plan:</b> The assigned audit team comprises professionals with extensive experience in auditing educational institutions. The team includes certified auditors proficient in school finance and regulatory compliance. The management plan prioritizes effective coordination and communication, ensuring regular progress updates and checkpoints scheduled to monitor audit milestones and address any emerging issues promptly.	20	
<b>Quality and Completeness of Proposal:</b> The proposer presents a high quality and complete proposal, with the information presented in a clear, logical, and well-organized manner, and as requested in the RFP.	15	
<b>Proposal Price:</b> The price proposal reflects a competitive and transparent pricing structure tailored to the scope and complexity of the audit engagement. It encompasses a detailed breakdown of fees, ensuring clarity on all cost components, including hourly rates, travel expenses, and any additional charges. Clear terms and conditions are outlined to mitigate any potential misunderstandings and promote a mutually beneficial partnership.	20	
<b>Location:</b> As describe on page 12.	5	
<b>Total Score:</b>	<b>100</b>	

Scorer Printed Name:

Scorer Signature:

Date:



SELECTION CRITERIA RATING FOR PROPOSAL PRESENTATION	
RFP NO. 24-03	High School Auditing Services
Project Location: Winter Haven Campus	
Name of the Firm:	

**INSTRUCTIONS:** Rate the information in each of the following the criteria below.

Evaluation Criteria	Maximum Points	Awarded Points
<b>Experience in Educational Auditing:</b> The presentation team demonstrates thorough knowledge and understanding of auditing practices specific to educational institutions, including familiarity with relevant accounting standards, regulatory requirements, best practices governing educational audits, and the ability to navigate the unique financial landscape of educational organizations.	5	
<b>Examples of other similar auditing engagements:</b> The examples of other similar educational audit engagements were insightful, providing valuable context of the firm's experience, and highlighting its ability to effectively navigate complex financial environments to deliver meaningful insights to clients.	5	
<b>Presentation Questions and Answers:</b> The proposer thoroughly and satisfactorily answers the questions that were asked during the presentation/demonstration.	5	
<b>Overall Presentation:</b> The presentation showcased clarity, relevance, professionalism, and understanding of school needs. The information provided was relevant to school requirements and effectively communicated.	5	
<b>Total Score:</b>	<b>20</b>	

**Evaluation Rating Criteria for each item reviewed and evaluated:**

Rating (1-5):	Basis for Scoring:
1	Non-responsive. Inadequate material/information. Unsatisfactory presentation.
2	Presentation provided is in compliance but lacking or unsatisfactory in some way.
3	Adequate, satisfactory, or good presentation.
4	Very good presentation. Reflects a distinct advantage or benefit to the owner.
5	Outstanding presentation. Superior characteristic, feature, and/or offer.

Scorer Printed Name:

Scorer Signature:

Date:

## Appendices List

Appendix	Type	Description
<b>A</b>	Informational	Procurement and Selection Timeline
<b>B</b>	As applicable	Mandatory Pre-Qualification Form
<b>C</b>	Required	Proposer Information
<b>D</b>	Required	Drug Free Workplace Form
<b>E</b>	Required	Non-Collusion Affidavit of Prime Proposer
<b>F</b>	Required	Dispute and Disclosure Form
<b>G</b>	Required	References
<b>H</b>	Required	Woman-, Minority-, Veteran-Owned Business Statement

## Appendix A

Polk State College	
RFP # 24-03	For: High School Auditing Services
Location: Winter Haven Campus	

PROCUREMENT SELECTION AND TIMELINE	
Request for Proposal (RFP) - Release Date	May 29,2024 Time: N/A
Deadline to Submit Questions to <a href="mailto:purchasinggroup@polk.edu">purchasinggroup@polk.edu</a>	June10,2024 Time:5:00PM EST
Answers to Questions Posted to <a href="http://www.polk.edu/purchasing/">www.polk.edu/purchasing/</a>	June 13, 2024 Time: N/A
Due Date for Proposals and Proposal Opening	June 20, 2024 Time: 4:00 PM EST
Evaluation Committee Meeting and Short-Listed Selection for Presentations	June 27,2024 Time: TBD
Short Listed Presentations	July 8, 2024 Time TBD
Evaluation Committee Meeting and Firm Selection	July 10, 2024 Time: TBD
Intent to Award	July 19, 2024 Time: N/A

## Appendix B

### ATTACHMENT B: MANDATORY PRE-QUALIFICATION FORM

To be answered by firm

Section A - General Information

1. Firm Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_
  
2. Address: \_\_\_\_\_  
 \_\_\_\_\_
  
3. Firm FEI Number: \_\_\_\_\_
  
4. Firm's Florida CPA State License Registration Number: \_\_\_\_\_
  
5. Type of Accounting Practice (place an "X" next to the appropriate response)
  - a. \_\_\_\_\_ Individual
  - b. \_\_\_\_\_ Partnership
  - c. \_\_\_\_\_ Corporation - Give name of the state where incorporated: \_\_\_\_\_

Section B - Contractor firm's Quality Program For Audits

Please answer each of the following questions by placing an "X" in the proper column at the right.

	YES	NO
Quality Control: Does the contractor firm have internal procedures to ensure proper quality control for its governmental audit assignments? (If yes, attach a description of the process)		
Quality Review: Does contractor firm participate in an external quality review program every three years? (If yes, attach a copy of the last peer review or quality review report and letter of comment. please enter ending date of last period covered by review _____) If no, explain the reason and your plan to participate.		
Professional Membership: Do the partners of the contractor firm belong to either the AICPA or the Florida Institute of CPAs? If so, please provide membership number.		
Proper License: Is contractor firm properly licensed to practice public accounting in Florida? If so, please provide license number.		
Special Governmental Audit Requirements: Is contractor firm familiar with the AICPA's Code of Professional Conduct ET Section 1.400.055 – “Governmental Audits”? (According to this section, if a CPA agrees to follow specified standards, guides, rules, and procedures in addition to GAAS, then the CPA is obligated to follow all such requirements.)		
Subcontracts: Does contractor firm agree not to subcontract any work required without the prior express written consent of the auditee?		
Federal Audit Laws and Rules: If federal audit work is required, does contractor firm agree to perform the audit work in accordance with the Single Audit Act Amendments of 1996, UGG Subpart F, and AICPA Audit Guide “Government Auditing Standards as necessary?”		

Confidentiality: Does contractor firm agree not to publish or distribute any information concerning work done for auditee, except as provided by law or rule?		
Access to Records and Workpapers: Does contractor firm agree to keep workpapers and reasonable records to support work claims for at least five years and make them available for audit or review by any authorized parties?		
Other Federal and State Laws and Rules: Does contractor firm agree to comply with all other federal and state laws, rules and regulations which pertain to this engagement?		
Independence: Does contractor firm meet the independence standards of the current "Government Auditing Standards", issued by the Comptroller General of the United States? (If "No", attach a brief summary of facts.)		
Continuing Education: Does contractor firm have sufficient staff who meet continuing professional education requirements for government audits as set forth in "Government Auditing Standards"?		
Conflict of Interest: Does contractor firm declare that there is no public or private interest which would conflict in any manner with performance of an audit for the auditee or would violate any laws of the State of Florida?		
No Substandard Work: Do contractor firm and all proposed audit team members have a record of an acceptable standard of audit work? (contractor firm must answer this question "No" if the firm or any audit team member has received an enforcement action for substandard audit work during the past three years or has a related investigation pending by a professional or regulatory group. Attach a brief summary of any enforcement actions.)		
Provisions of RFP: Does contractor firm agree to abide by all general terms and conditions and special terms and conditions specified in the RFP?		

**CONTRACTOR FIRM CERTIFICATION STATEMENT**

I (we) certify that the information contained herein is true and correct to the best of my (our) knowledge, and that the person submitting the RFP on behalf of the proposer has the authority to submit this RFP and make all representations contained herein. I (we) understand that the inclusion of false information may result in rejection of the proposal submitted in response to this RFP.

\_\_\_\_\_  
Authorized Signature (Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## Appendix C

<b>Polk State College</b>	
<b>RFP # 24-03</b>	<b>For: High School Auditing Services</b>
<b>Location: Winter Haven Campus</b>	

<b>PROPOSER INFORMATION</b>		
<b>Proposer (Company) Name:</b>	<b>Formerly:</b>	
<b>Mailing Address:</b>	<b>Street Address:</b>	
<b>City, State, Zip:</b>	<b>City, State, Zip:</b>	
<b>Type of Entity: (<i>check one</i>)</b> <input type="checkbox"/> <b>Corporation</b> <input type="checkbox"/> <b>Partnership</b> <input type="checkbox"/> <b>Proprietorship</b> <input type="checkbox"/> <b>Joint Venture</b>		
<b>Contact Person:</b>	<b>Title:</b>	
<b>Email Address:</b>	<b>Website Address:</b>	
<b>Telephone Number:</b>	<b>Toll-Free Phone Number:</b>	
<b>Fax Number:</b>	<b>Cell Phone Number:</b>	
<b>Federal Employer Identification Number (FEIN):</b>	<b>SSN (if Sole-Proprietorship or Partnership):</b>  <i>Only required if FEIN is not provided</i>	
<b>Incorporated in the State of:</b>	<b>Year:</b>	
<b>General License #:</b>		
<b>Available Bonding Capacity: \$</b>	<b>Aggregate: \$</b>	<b>Single Project Limit: \$</b>
<b>Surety Company:</b>	<b>A.M. Best Rating:</b>	

## Appendix D

<b>Polk State College</b>	
<b>RFP # 24-03</b>	<b>For: High School Auditing Services</b>
<b>Location: Winter Haven Campus</b>	

<b>DRUG FREE WORKPLACE FORM</b>					
<p>The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that</p> <p style="text-align: center;">_____ does:</p> <p style="text-align: center;"><i>(Company Name)</i></p> <ol style="list-style-type: none"><li>1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.</li><li>2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.</li><li>3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).</li><li>4. In the statement specified in subsection (2), notify the employees that, as a condition of working on the commodities or contractual services that are underbid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.</li><li>5. Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.</li><li>6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.</li></ol> <p>As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement.</p> <table style="width: 100%; margin-top: 20px;"><tr><td style="width: 50%; vertical-align: top;">Authorized Signature (Officer)</td><td style="width: 50%; vertical-align: top;">Date</td></tr><tr><td style="border-top: 1px solid black; text-align: center;">Printed or Typed Name</td><td style="border-top: 1px solid black; text-align: center;">Title</td></tr></table>		Authorized Signature (Officer)	Date	Printed or Typed Name	Title
Authorized Signature (Officer)	Date				
Printed or Typed Name	Title				

## Appendix E

Polk State College	
<b>RFP #24-03</b>	<b>For: High School Auditing Services</b>
<b>Location: Winter Haven Campus</b>	

### NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

State of \_\_\_\_\_ County of \_\_\_\_\_, being first duly sworn, deposes and says that:

He/she is \_\_\_\_\_ of \_\_\_\_\_, proposer that has submitted the attached bid;  
He/she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

Neither the said proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the District Board of Trustees of Polk State College.

The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
**Authorized Signature (Officer).**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed or Typed Name**

\_\_\_\_\_  
**Title**

## Appendix F

<b>Polk State College</b>	
RFP # 24-03	For: High School Auditing Services
Location: Winter Haven Campus	

<b>DISPUTE AND DISCLOSURE FORM</b>
------------------------------------

Answer the following questions by checking the box after "YES" or "NO". If you answer "YES", please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this Contract.

YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>Has your firm, or any of its officers, received a reprimand of any nature at the Federal or state level pursuant to Section 473.322(2), Florida Statutes, or by the Florida State Board of Accountancy pursuant to Section 473.323(3), Florida Statutes?</p> <p>If yes, what is the current status of the action?</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five years?</p> <p>If yes, indicate company name, contact name, and telephone number, length of service provided, and reason for early cancellation/termination of contract.</p>
YES <input type="checkbox"/>	NO <input type="checkbox"/>	<p>Has your firm filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five years that is related to the services your firm provides in the regular course of business?</p> <p>If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.</p>

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement:

\_\_\_\_\_

Authorized Signature (Officer)

\_\_\_\_\_

Date

\_\_\_\_\_

Printed or Typed Name

\_\_\_\_\_

Title

## Appendix G

Polk State College	
RFP # 24-03	For: High School Auditing Services
Location: Winter Haven Campus	

REFERENCES			
Proposer (Company) Name: _____			
Client Name / Address	Contact Person	Telephone and Email	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	

## Appendix H

<b>Polk State College</b>	
<b>RFP # 24-03</b>	<b>For: High School Auditing Services</b>
<b>Location: Winter Haven Campus</b>	

<b>WOMAN-, MINORITY-, VETERAN-OWNED BUSINESS STATEMENT</b>
<p>Type of Business: <i>(Check as applicable)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Black-American Business Enterprise includes primary business ownership by persons having origins in any of the Black racial groups of Africa.</li> <li><input type="checkbox"/> Hispanic American Business Enterprise includes primary business ownership by persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.</li> <li><input type="checkbox"/> Native American Business Enterprise includes primary business ownership by American Indians, Eskimos, Alaskan Indians, Aleuts, and Native Hawaiians.</li> <li><input type="checkbox"/> Asian-Pacific American Business Enterprise includes primary business ownership by persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.</li> <li><input type="checkbox"/> Asian-Indian American Business Enterprise includes primary business ownership by persons whose origins are from India, the Indian Sub-Continent, and Pakistan.</li> <li><input type="checkbox"/> Woman-Owned Business Enterprise</li> <li><input type="checkbox"/> Veteran-Owned Business Enterprise includes primary business ownership by persons who are currently serving or who has been honorably discharged in the United States Armed Forces.</li> </ul>
<p>Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least 51 percent owned by minority or women group members, or in the case of a publicly owned business, at least 51 percent of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.</p>
<p>Company Name:</p>
<p>Certified by <i>(name of Public Entity, if applicable)</i>:</p>
<p>Certificate Number <i>(attach copy, if applicable)</i>:</p>
<p>Polk State College reports M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis.</p>

**END OF REQUEST FOR PROPOSALS PACKAGE**