

COLUMBIA COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AND THE COLUMBIA COUNTY AUDITING COMMITTEE

PROFESSIONAL AUDITING SERVICES  
Request For Proposals 2015-F

RESPONSES ARE DUE BY:

July 15, 2015, 11:00 AM

**MAIL OR DELIVER RESPONSES TO:**

Columbia County Board of County Commissioners  
135 NE Hernando Avenue, Lake City, FL 32055 or  
Post Office Box 1529  
Lake City, FL 32056

## **OVERVIEW**

Columbia County, Florida is accepting written proposals from all qualified and interested auditing firms to provide Professional Auditing Services to Columbia County. The successful party will provide the professional services described herein in support of the County. All work will be contracted within the terms, conditions, scope of work and other applicable requirements set forth in subsequent work orders related to this document. The successful party will demonstrate Proposals, experience and abilities to successfully accomplish and support all aspects of the prescribed scope of work.

Parties interested in preparing a response to this RFP must complete the requirements set forth in the attached documents. Under the proposal process of Columbia County, the conditions as set forth herein are binding to the proposer to the extent you confirm acceptance by your binding signature, by an officer, on the cover letter.

Columbia County welcomes your response. The County reserves the right to reject any proposal found to be non-responsive, vague or non-conforming. The County also reserves the right at any time to withdraw all or part of this proposal request in order to protect its best interests. The County is not liable for any costs incurred by the party in preparing its response, nor is a response an offer to contract with your firm. Pursuant to Chapter 119, Florida Statutes, all proposal responses are subject to open records laws.

**GENERAL INSTRUCTIONS TO RESPONDENTS:**

Request for Proposals (RFP) General Instructions:

1. Items listed on the checklist in this form and all other items required within this RFP must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

RFP #2015-F – Professional Auditing Services  
Columbia County Board of County Commissioners

Hand Delivered—135 NE Hernando Ave., Lake City, Florida, 32055 OR  
Mailed -- Post Office Box 1529, Lake City, Florida 32056

2. Proposals must be typed in ink. No changes or corrections will be allowed after the proposals are opened.
3. One (1) original, one (1) unbound and 1 electronic copy (CD or DVD) of responses to this RFP must be submitted in a sealed envelope. Facsimiles will not be accepted. Proposals must contain one original, manual signature of an authorized representative of the company.
4. Submittals which are received after the closing date will be returned unopened to the submitting firm.
5. Firms responding to this RFP are expected to examine the specifications, all general and special conditions of the RFP prior to submission.
6. THERE SHOULD BE NO PRICING OR TOTAL COSTS INCLUDED IN THE PROPOSAL DOCUMENT.
7. Any questions concerning the Request for Proposals process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Ray Hill at (386) 719-2028, or by email at Ray\_Hill@columbiacountyfla.com.
8. All prospective Offerors are hereby instructed not to contact any member of the Board of County Commissioners (BoCC), County Manager, Constitutional Officers, or Columbia County staff member other than the contact persons listed above regarding this solicitation or their submittal at any time prior to the final evaluation and ranking by the BoCC. Any such contact shall be cause for rejection of your submittal.

NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO, WHICH VARY FROM THE GENERAL INSTRUCTIONS FOR THIS RFP WILL TAKE PRECEDENT.

**MANDATORY REQUIREMENTS:**

The Board of County Commissioners has established certain mandatory requirements which must be included as part of any response. The use of the terms “shall”, “must” or “will” (except to indicate simple futurity) in this Request for Proposals (RFP) indicate a mandatory requirement or condition. The words “should” or “may” in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omissions of, such as a desirable feature will not by itself cause rejection of a proposal.

Replies which do not meet all material requirements of this RFP or which fail to provide all required information, documents, or materials will be rejected as non-responsive. Material requirements of the RFP are those set forth as mandatory, or without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to the Board. Respondents whose replies, past performance or current status do not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the contract may be rejected as non-responsive.

The Board reserves the right to determine which replies meet the material requirements of the RFP, and which Respondents are responsible and/or responsive.

**I. INTRODUCTION**

**A. GENERAL INFORMATION**

The Columbia County Audit Committee is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2015, 2016 and 2017 with the option to audit its financial statements for two (2) subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in this request for Proposals.

The Columbia County Board of County Commissioners, Florida, is required by Florida law (Section 218.39, Florida Statutes) to have an annual "financial audit." There is no expressed or implied obligation for the Columbia County Audit Committee to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

All conditions and requirements set forth in this request for Proposals shall become conditions of the contract between Columbia County Board of County Commissioners and the selected firm unless otherwise stated in the contract.

Pursuant to Section 218.391(3) (d) of the Florida Statutes, proposals submitted will be evaluated by the six (6) member Columbia County Audit Committee consisting of:

- Russell S. DePratter, Chair Columbia County Board of Commissioners
- P. DeWitt Cason, Clerk of Circuit Court
- Ronnie Brannon, Tax Collector
- Mark Hunter, Sheriff
- Doyle Crews, Property Appraiser
- Liz P. Horne, Supervisor of Elections

Each of the members reserves the right to designate an individual to represent their office in their stead. During the evaluation and ranking process, the Columbia County Audit Committee reserves the right, where it may serve Columbia County Board of County Commissioner's best interest, to request additional information or clarifications from those firms proposing, or to allow corrections of errors or omissions.

The Columbia County Audit Committee reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Columbia County Board of County Commissioners and the firm selected.

It is anticipated that the Columbia County Audit Committee will evaluate and rank qualified firms on July 22, 2015 at 2:00PM in the Board's conference room. Contract negotiations will commence following the presentation of the rankings to and selection of auditors by the Columbia County Board of County Commissioners at its August 6, 2015 regular scheduled meeting. Approval by the Columbia County Board of County Commissioners to execute a contract is expected at its September 3, 2015 regular scheduled meeting.

**B. TERM OF ENGAGEMENT**

A fixed fee three (3) year contract is contemplated with an option to extend for two (2) additional years with the concurrence of the Columbia County Audit Committee and the Columbia County Board of County Commissioners and annual availability of an appropriation.

C. SUBCONTRACTING

Firms submitting proposals may consider subcontracting portions of the engagement. If this is to be done, that fact, and the name of the proposed subcontracting firm(s), must be clearly identified in the proposal and the contract. Following the execution of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the Columbia County Audit Committee and the Columbia County Board of County Commissioners

D. INDEMNIFICATION AND HOLD HARMLESS

The Contractor agrees to indemnify and hold the County harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the agreement. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, errors or omissions of the Contractor employees and/or agents.

In the event the completion of the project (to include the work of others) is delayed or suspended as a result of the Contractor's failure to purchase or maintain the required insurance, the Contractor shall indemnify the County from any and all increased expenses resulting from such delay.

The first ten dollars (\$10.00) of remuneration paid to the Contractor is for the indemnification provided for above.

II. SCOPE OF SERVICES

The Columbia County Board of County Commissioners desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles accepted in the United States of America.

The auditor is not required to audit the schedule of expenditures of federal and state awards. However, the auditor is to provide an “in-relation-to” report on that schedule based on the auditing procedures applied during the audit of the financial statements.

The auditor is required to apply the agreed-upon procedures required by the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC) as it relates to assisting the Columbia County Housing Department and the U.S. Department of Housing and Urban Development REAC in determining whether the electronic submission of audit information, notes and audit findings, as required by the Uniform Financial Reporting Standards (UFRS), 24 CFR Part 5, agrees with the related hard-copy documents included with the OMB A-133 reporting package.

A. Auditing and Attestation Standards To Be Followed

This audit is to be performed in accordance with:

1. The Florida Laws (Florida Statute 218.39, Annual Financial Audit Reports).
2. Auditing standards generally accepted in the United States as set forth by the American Institute of Certified Public Accountants.
3. Auditing standards applicable to financial audits as contained in the General Accounting Office's (GAO) *Government Auditing Standards*, and any amendments thereto issued by the Comptroller General of the United States.
4. The provisions of the Federal Single Audit Act Amendments of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and any amendments thereto.
5. The Florida Single Audit Act, Florida Statutes 215.97 and Chapter 27D-1, Rules of the Executive Office of the Governor, Florida Administrative Code.
6. Rules of the Auditor General, Section 10.550, Local Government Audits.
7. Any other applicable federal, state, local regulations or professional guidance not specifically listed above as well as any additional requirements that may be adopted by these organizations in the future.

B. REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue, as required by the above mentioned standards:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards “in relation to” the audited financial statements.

2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each Major Federal Awards Program and State Financial Assistance Projects.
4. A report on compliance and internal control over compliance applicable to all laws, regulations and contracts.
5. Notes to the financial statements.
6. A schedule of findings and questioned costs.
7. A summary schedule of prior audit findings.
8. An independent auditor's management letter.
9. A schedule of activity on the Landfill Closure and Long-Term Care Escrow Account in accordance with the requirements of Rule 62-701.630, Florida Administrative Code.
10. A statement of County Funded Court-Related Functions in accordance with Florida Statutes Section 29.0085.
11. A schedule of Expenditures of Federal Awards and State Financial Assistance.
12. The online Annual Financial Report (AFR) as required by Chapter 218.32 of the Florida Statutes prior to June 30<sup>th</sup> of the following fiscal year-end.
13. Submit online and certify the SF-FAC to the Federal Audit Clearinghouse and finalize submission of the Single Audit package.
14. Any other statements, schedules or reports that may be required under any of the auditing standards notated in Section II C "Auditing Standards To Be Followed" or by Federal or Florida law.

Items 1-12 above shall be bound in the following manner:

1. Thirty (30) copies of a single bound report shall be required annually. This single bound report shall include item numbers 1-12 with the exception of item numbers 9 and 10. This single bound report shall include the annual audit of the Columbia County Board of County Commissioners, Clerk of Circuit Court, Tax Collector, Sheriff, Property Appraiser and Supervisor of Elections (Attachment A).
2. Ten (10) copies of each Constitutional Officer's annual audit shall be required annually. Each Constitutional Officer's audit shall be in a separately bound report (Attachments B-F).
3. Ten (10) copies of item number 9, "Schedule of Activity on the Landfill Closure and Long-Term Care Escrow Account," shall be required annually in a separately bound report (Attachment G).
4. Ten (10) copies of item number 10, "Statement of County Funded Court-Related Functions," shall be required annually in a separately bound report (Attachment H).

5. In addition to the paper copies in numbers 1-5, an electronic PDF copy, in OCR format of each report shall be required.

In the above required report(s) on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on compliance and internal controls. The report(s) on compliance and internal controls shall include all instances of non-compliance.

The auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the Columbia County Audit Committee, Chairman of the Board of County Commissioners, County Manager, County Attorney and the Clerk of Circuit Court.

Auditors shall assure themselves that the Columbia County Audit Committee is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

In addition, a detailed audit plan and proposed time line should be submitted to the Columbia County Finance Department under the direction of the Clerk of Circuit Court and to each Constitutional Officer subsequent to the awarding of the contract for audit services and each year prior to the beginning of the interim audit procedures. This audit plan should conform to Section IV "Time Requirements." The auditor shall submit an "Auditor Request List", similar to the one found in Attachment I, to the Columbia County Finance Department and each Constitutional Officer prior to October 1 of each fiscal year.

**C. Working Paper Retention and Access to Working Papers**

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Columbia County Audit Committee of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. Columbia County Audit Committee
2. U.S. General Accounting Office
3. Any party designated by the federal or state governments or by the Columbia County Board of County Commissioners or its Constitutional Officers as part of an audit quality review process
4. Auditors of entities of which the Columbia County Board of County Commissioners is a sub-recipient of grant funds

**D. Assistance In Preparation of Financial Statements**

Due to time constraints and limited County staff, the auditor will assist in preparation of the financial statements, related notes, required supplementary information, and schedule of expenditures of federal awards and state financial assistance. County management will acknowledge responsibility for the financial statements and the Board of County Commissioners, as well as each Constitutional Officer, will provide designated staff with suitable skill, knowledge, and experience to oversee, evaluate, and accept responsibility for these services.

**E. Implied Requirements**

All services not specifically mentioned in this request for Proposals that are necessary to provide the functional capabilities described in this RFP shall be included in the Scope of Work to be performed. In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

**III. DESCRIPTION OF THE GOVERNMENT**

**A. Name, Location and Telephone Number of Contact Persons**

Inquiries concerning the request for Proposals and the subject of the request for Proposals must be made to:

Ray Hill, Purchasing Director  
135 NE Hernando Ave  
Lake City, Florida 32055  
(386) 719-2028

Subsequent to being awarded the audit contract, the auditor's principal contact with the Columbia County Audit Committee will be Jared Blanton, Columbia County Finance Director or a designated representative, who will coordinate the assistance to be provided by the Columbia County Audit Committee to the auditor.

**B. Background Information**

Columbia County, Florida is a charter county and a political subdivision of the State of Florida governed by Florida Statutes and regulations. Pursuant to Florida Statute 125.17, the Clerk of the Circuit Court is the clerk ex-officio and accountant to the Board of County Commissioners. The Columbia County Board of County Commissioner's fiscal year begins on October 1 and ends on September 30.

**C. Reporting Entity**

Board of County Commissioners, Ronald Williams, Rusty DePratter, Bucky Nash, Everett Phillips, Scarlet P. Frisina, 135 NE Hernando Ave, Lake City, FL 32055.

The Columbia County Board of County Commissioners are Constitutional Offices under Article VIII Section 1 (e) of the Florida Constitution and the County operates under Chapter 125 and various other chapters of the Florida Statutes.

Clerk of Circuit Court, P. DeWitt Cason, 173 NE Hernando Avenue, Lake City, Florida 32055

The Columbia County Clerk of the Circuit Court is a Constitutional Officer under Article VIII Section 1 (d) and Article V Section 16 of the Florida Constitution and operates under Chapter 28 and various other chapters of the Florida Statutes.

Tax Collector, Ronnie Brannon, 135 NE Hernando Ave Lake City, FL 32055.

The Columbia County Tax Collector is a Constitutional Officer under Article VIII Section 1 (d) of the Florida Constitution and operates under Chapter 197 and various other chapters of the Florida Statutes.

Sheriff, Mark Hunter, 4917 East U. S. Hwy 90, Lake City, FL 32055

The Columbia County Sheriff is a Constitutional Officer under Article VIII Section 1 (d) of the Florida Constitution and operates under Chapter 30 and various other chapters of the Florida Statutes.

Property Appraiser, Doyle Crews, 135 NE Hernando Ave Lake City, FL 32055.

The Columbia County Property Appraiser is a Constitutional Officer under Article VIII Section 1 (d) of the Florida Constitution and operates under Chapter 195 and various other chapters of the Florida Statutes.

Supervisor of Elections, Liz P. Horne, 971 West Duval St., Suite 102, Lake City, FL 32055

The Columbia County Supervisor of Elections is a Constitutional Officer under Article VIII Section 1 (d) of the Florida Constitution and operates under Chapter 98 and various other chapters of the Florida Statutes.

**D. Fund Structure**

Columbia County uses a Fund/Sub-Fund structure in accounting for its' various operations and services with each fund and sub-fund being self-balancing. For financial reporting purposes, each fund's sub-funds will be rolled up together and reported as one fund. As of September 30, 2013, Columbia County and its' Constitutional Officer's used the following fund types in its countywide financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds/Sub-funds</u>
General fund	1
Special revenue funds	28
Debt service funds	1
Capital projects funds	3
Permanent funds	0
Enterprise funds	2
Internal service funds	0
Private-purpose trust funds	0
Investment trust funds	0
Pension trust funds	0
Agency funds	11

The major funds as of September 30, 2014 were the General Fund, Transportation Trust Fund (Special Revenue), Municipal Services Benefit Unit Fund (Special Revenue), Clerk of Courts Operating Fund (Special Revenue), Sheriffs Operating Fund (Special Revenue), Economic Development Fund (Special Revenue), Connector Road Project Fund (Capital Project), and Road Improvement Fund (Capital Project).

E. Budgetary Basis of Accounting

The Columbia County Board of County Commissioners prepares its budgets on a basis consistent with generally accepted accounting principles.

F. Federal Awards and State Financial Assistance

During the fiscal year ended September 30, 2014, the Columbia County Board of County Commissioners received financial assistance. The Schedule of Expenditures of Federal Awards and State Financial Assistance can be found in the County's audit on the County's web site at the following link:

[http://www.columbiacountyfla.com/Audits\\_and\\_Budgets.asp](http://www.columbiacountyfla.com/Audits_and_Budgets.asp)

G. Pension Plans

All full-time County employees are participants in the Florida Retirement System, a multi-employer, cost-sharing public retirement system which is controlled by the State Legislature and administered by the State of Florida, Department of Management Services, and Division of Retirement. Actuarial services for this retirement plan can be obtained by contacting the Division of Retirement. Actuarial services for the Florida Retirement System are outlined in Section 112.63 of the Florida Statutes.

Additionally, Columbia County offers retirees, as required by Florida Statute 112.0801, participation in the County's single-employer health insurance program.

IV. TIME REQUIREMENTS

A. Schedule for the September 30, 2016 Fiscal Year Audit

The Columbia County Finance Department will have all records ready for audit and all pertinent personnel available to meet with the firm's personnel on negotiated dates and at times that are mutually acceptable. A tour of pertinent Columbia County facilities can be arranged upon request once the contract is ratified.

Field work should commence with the following estimated schedule:

Supervisor of Elections	December 7, 2016
Property Appraiser	December 7, 2016
Tax Collector	December 14, 2016
Clerk of Circuit Court	December 14, 2016
Sheriff	December 21, 2016
Board of County Commissioners	January 25, 2017

All field work is to be completed by February 28, 2017.

**B. Progress Reporting, Draft Reports and Exit Conference**

The auditor shall notify the Columbia County Finance Department, in advance, if any of the negotiated field work dates will not be met. The auditor shall provide drafts of all audit reports to the Columbia County Finance Department and each Constitutional Officer by March 31, 2017. Draft reports are to be provided after all partner reviews and before reports are finalized.

An exit conference will be held with the Columbia County Audit Committee, Columbia County Finance Department and County Manager and each Constitutional Officer by April 22, 2017.

**C. Date Final Report is Due**

The auditor should be available for any meetings that may be necessary to discuss the audit. The final signed reports shall be delivered to the Columbia County Clerk of Circuit Court by April 29, 2017. The auditor shall present the Final Audit Report to the Columbia County Board of County Commissioners at the first Board Meeting in May.

**V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

**A. Finance Department and Clerical Assistance**

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the clerical staff of each agency (Finance Department and Constitutional Officers).

**B. Work Area and Communication Equipment**

The Columbia County Board of County Commissioners will provide, via the Finance Department, the following:

1. Reasonable work space consisting of a conference table and seating for six (6) staff members. If additional space will be required, advance notice must be given to the Finance Department and additional space may be provided if available.
2. Access to a telephone line, a facsimile machine and a photocopier.
3. Access to a data line or the internet.

These items are subject to the following conditions:

1. Only local calls are permitted on the telephone and facsimile lines. Access to long distance calls can be arranged.
2. Use of these items is restricted to work relevant to the Columbia County Board of County Commissioner's annual audit.

Each Constitutional Officer shall provide, if available, similar work area and communication equipment as needed by the auditor.

C. Statements, Schedules and Report Preparation

It shall be the responsibility of the Finance Department to gather and prepare any preliminary schedules relevant to the "Auditor Request List" (Attachment I).

All statements, schedules and report preparation, editing and printing relevant to Section II D, Reports to Be Issued, shall be the responsibility of the auditor.

V. RESPONSE

A. TECHNICAL PROPOSAL

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the Proposers, competence and capacity of the firms seeking to undertake an independent audit of the Columbia County Board of County Commissioners in conformity with the requirements of this request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the Proposals of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for Proposals requirements.

THERE SHOULD BE NO PRICING OR TOTAL COSTS INCLUDED IN THE PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for Proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for Proposals. While additional data may be presented, the following subjects, items No. 2 through 12, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that they will be independent of the Columbia County, Florida:

Board of County Commissioners  
Clerk of Circuit Court  
Tax Collector  
Sheriff

Property Appraiser  
Supervisor of Elections

as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards*.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the Columbia County Board of County Commissioners or its Constitutional Officers or any of its agencies or departments for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the Columbia County Audit Committee written notice of any professional relationships entered into during the period of this agreement with the above noted offices, agencies and departments.

3. License to Practice in Florida

An affirmative statement should be included that the firm and all assigned key professional staff, including sub-contractors, are properly licensed to practice in the State of Florida.

4. External Peer, Quality Control and Desk or Field Reviews

All firms participating in the proposal must provide the most recent:

- a. External peer review report and any letter of comment.
- b. External quality controls review, with a statement whether that quality control review included a review of specific government engagements.
- c. Federal or state desk reviews or field reviews of its audits during the past three (3) years.

In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations. If the latest external peer, quality control and desk or field reviews are not available, a statement as to why they are not available must be submitted

5. Firm Proposals and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the Proposals of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

6. Partner, Supervisory and Staff Proposals and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each person is registered or licensed to practice as a certified public accountant in Florida. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, Proposals, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Columbia County Audit Committee. However, in either case, the Columbia County Audit Committee retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for Proposals can only be changed with the express prior written permission of the Columbia County Audit Committee, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better Proposals or experience.

7. Affirmative Statements Related to Employment Policy

An affirmative statement should be provided that affirms the following:

- a. Non-discriminatory policy. The firm shall not allow any person to be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), marital status or the presence of any sensory, mental or physical handicap.
- b. Drug Free Workplace. The firm complies with regulations related to a drug-free workplace as defined in Florida Statute 287.087.
- c. Public Entity Crime. The firm shall affirm that neither the firm nor any person associated with the firm who will work on this engagement has been placed on the convicted vendor list as defined by Florida Statute Section 287.133.

8. Insurance Requirements

The firm warrants that it shall, at the firm's sole expense, procure, maintain and keep in force amounts and types of the following insurance and will provide proof of said coverage to the Columbia County Audit Committee upon the signing of an audit contract:

- a. Worker's Compensation/Employer's Liability. The minimum amount of coverage shall be \$100,000 for each accident.
- b. Commercial General Liability. The minimum amount of coverage shall be \$300,000 for each occurrence.
- c. Professional Liability. The minimum amount of coverage shall be \$500,000.

9. Prior Engagements with Columbia County, Florida

List separately all engagements within the last five (5) years, ranked on the basis of total staff hours, for Columbia County, Florida by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

10. Similar Engagements With Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five (5) years that are similar to the engagement described in this request for qualification. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

11. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for qualification.

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

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement (no dollar units or costs should be included).
- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of EDP software in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of the Columbia County Board of County Commissioner's and its Constitutional Officer's internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.

- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- i. Describe how the audit will be conducted in the first year versus subsequent years.
- j. Approach to any necessary audit and reporting software conversions.

12. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Columbia County Board of County Commissioners, its agencies or departments or its Constitutional Officers.

B. Pricing

1. General Requirements

PRICING SHALL HAVE NO WEIGHT IN THE RANKING PROCESS AND THERE SHOULD BE NO PRICES OR COSTS, IN PART OR IN TOTAL, INCLUDED IN THE PROPOSAL DOCUMENT.

After the Columbia County Audit Committee has ranked the top three (3) firms and the Columbia County Board of County Commissioners has approved negotiations with the top-ranked firm, the Columbia County Board of County Commissioners or its designees shall negotiate the contract price with the top-ranked firm.

As it relates to pricing, the negotiated contract should, at a minimum, identify the following:

- a. Rates by Partner, Specialist, Supervisory and Staff level times the number of hours anticipated for each.
- b. Out-of-pocket expenses and the reimbursement rates for such expenses. It is anticipated these rates will follow Section 112.061 of the Florida Statutes, the prevailing guide for Columbia County Board of County Commissioners out-of-pocket expenses.
- c. Rates for additional professional services.

2. Manner of payment

It is anticipated that said contract will specify ten percent (10%) will be retained from each billing until the final audit reports are submitted to the Columbia County Board of County Commissioners. Requests for payment should not be for a period less than one (1) month.

3. Respondent will need to provide a sample standard contract that they have utilized in the past which can be used as a negotiation tool.

IV. EVALUATION PROCESS:

A. Audit Committee

Proposals submitted will be evaluated and ranked by a six (6) member Audit Committee as established by Section 218.391 (3)(a) of the Florida Statutes, consisting of the following or their designee:

Rusty DePratter, Chair, Columbia County Board of Commissioners  
P. DeWitt Cason, Clerk of Circuit Court  
Ronnie Brannon, Tax Collector  
Mark Hunter, Sheriff  
Doyle Crews, Property Appraiser  
Liz P. Horne, Supervisor of Elections

**B. Review and Ranking of Proposals**

Ben Scott, Assistant County Manager will determine whether each proposal meets the mandatory elements listed in Section VII C, 1. Those proposals not meeting the mandatory elements will not be scored by the Columbia County Audit Committee. The Columbia County Audit Committee will be provided with a list of firm names who submitted proposals not meeting the mandatory elements of the request for Proposals.

All proposals meeting the mandatory elements of the request for Proposals will be forwarded to the members of the Columbia County Audit Committee on July 15, 2015 or as soon thereafter as possible. The Columbia County Audit Committee will use a point system during the review process to score proposals. The maximum score is 100 points per member with a maximum Audit Committee score of 600 points. Each member of the audit committee will score each proposal meeting the mandatory elements by each of the criteria described in Section VII C, 2, "Technical Quality" below. The full Audit Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a composite technical score for each firm on July 22, 2015.

The Columbia County Board of County Commissioners will select the top-ranked firm based upon the recommendation of the Audit Committee. It is anticipated that this selection will be made on August 6, 2015. Following notification of the firm selected, it is expected negotiations will commence as thereafter as possible. Final contract approval is expected to take place at the September 3, 2015 Board meeting. Upon reaching an agreement, a contract will be executed between both parties pursuant to Florida Statutes 218.391 (4) a.

The Columbia County Board of County Commissioners reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

**C. EVALUATION CRITERIA**

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical Proposals and oral presentations. The following represent the principal selection criteria which will be considered during the evaluation process.

**1. Mandatory Elements**

- a. The audit firm is independent and licensed to practice in Florida.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for Columbia County, Florida.

- c. The firm adheres to the instructions in this request for Proposals on preparing and submitting the proposal.
    - d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
  - 2. Technical Quality (Maximum 100 points)
    - a. Expertise and Experience (Maximum 75 points)
      - (1) The firm's past experience and performance on comparable government engagements (Maximum 35 points).
      - (2) 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 (Maximum 25 points).
      - (3) The firm's internal review process, existing quality controls, adequacy of staff to perform the required audits (current and projected) and familiarity with applicable federal regulations and standards for audits of government organizations, programs, activities and functions (Maximum 15 points).
    - b. Audit Approach (Maximum 20 points)
      - (1) Adequacy of proposed staffing plan for various segments of the engagement (Maximum 10 points).
      - (2) Adequacy of sampling techniques (Maximum 5 points).
      - (3) Adequacy of analytical procedures (Maximum 5 points).
    - c. Local preference per Columbia County Purchasing Policy (5 points)

D. Acceptance of Terms and Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for qualification unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Columbia County Board of County Commissioners and the firm selected.

The Columbia County Board of County Commissioners reserves the right without prejudice to reject any or all proposals.

E. ADDITIONAL REQUIREMENTS

1. Explanation to Respondents:

Each Respondent shall examine the RFP documents carefully; and, no later than July 8, 2015, shall make a written request to the BOCC for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The BOCC will not make oral clarifications.

No negotiations, decisions or actions shall be initiated or executed by the respondent as a result of any discussions with any County employee prior to the opening of the proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression of the Board.

Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of respondent.

2. Business Tax Receipt and Registrations:

The consultant shall be responsible for obtaining and maintaining throughout the contract period his or her city or county Business Tax Receipt and any licenses required pursuant to the laws of Columbia County, and the State of Florida. Every consultant submitting a proposal shall include a copy of the company's local business or occupational license(s) OR provide a written statement on letterhead indicating no license currently exists.

If the consultant is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the proposal. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status and a Certificate of Good Standing with the Division of Corporations of the State of Florida or such other state as applicable.

3. STATUS:

The Consultant shall, at all times relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Columbia County.

4. Receipt and Opening of Proposals:

Proposals will be opened publicly at the time and place stated in this Request for Proposals (RFP). The person whose duty it is to open the proposals will decide when the specified time has arrived and no proposals received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a proposal not properly addressed and identified. At the time fixed for the opening of proposals, the contents of the RFP form will be made public for the information of Consultants and other interested parties who may be present either in person or by representative.

5. Withdrawal of Proposals:

Proposals may be withdrawn by written or telegraphic request received from respondents prior to the time fixed for opening. Negligence on the part of the respondent in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened.

ETHICAL BUSINESS PRACTICES:

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a

gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefore.

- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

RFP CHECKLIST (Required Forms):

Please submit the items on the following list and any other items required by any section of this Request for Proposals. The checklist is provided as a courtesy and may not be inclusive of all items required within this Request for Proposals:

- \_\_\_\_\_ Completed RFP Response Sheet with Signature
- \_\_\_\_\_ Reference Form
- \_\_\_\_\_ Certification/Debarment/Suspension
- \_\_\_\_\_ Applicable Licenses/Registrations
- \_\_\_\_\_ Public Entity Crimes Statement
- \_\_\_\_\_ Conflict of Interest Form
- \_\_\_\_\_ Drug Free Workplace
- \_\_\_\_\_ Equal Opportunity/Affirmative Action Statement
- \_\_\_\_\_ Non-Collusion Affidavit
- \_\_\_\_\_ Technical Proposal

**RFP RESPONSE SHEET**

The Board of County Commissioners, Columbia County, reserves the right to accept or reject any and/or all proposals in the best interest of Columbia County.

Russell S. DePratter, Chair

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

\_\_\_\_\_  
(Firm Name)

BY : \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Printed or Typed Name)

ADDRESS : \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

**ATTACHMENT 1  
 REFERENCE FORM**

**Respondent's Name:** \_\_\_\_\_

Vendors are required to submit with their response three (3) references, with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. The BoCC reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge.

<b>FORMER CLIENTS-Provide Three (3)</b>	
<b>Company Name:</b>	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

<b>Company Name:</b>	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

<b>Company Name:</b>	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

**Authorized Signature:** \_\_\_\_\_

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

**ATTACHMENT 2**

SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Columbia County Board of County Commissioners

By \_\_\_\_\_  
[print individual's name and title]

for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is:

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is . \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement). \_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact

business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However there has been a subsequent proceeding before a hearing a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted contractor list. [Attach a copy of the final order.]

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
NOTARY PUBLIC

Notary Public - State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed, or stamped commissioned name of Notary Public)

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**ATTACHMENT 4**

**NON-COLLUSION AFFIDAVIT**

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Columbia County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

\_\_\_\_\_  
(Name of Corporation, Partnership, Individual, etc.)

a , \_\_\_\_\_ formed under the laws of \_\_\_\_\_  
(Type of Business) (State or Province)

of which he is . \_\_\_\_\_  
(Sole partner, President, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Columbia County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

\_\_\_\_\_  
AFFIANT'S NAME

\_\_\_\_\_  
AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print, Type or Stamp Commissioned Name of Notary Public)

**ATTACHMENT 5**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

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Signature

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Title

---

Contractor/Firm

---

Address

**ATTACHMENT 6**

**DRUG FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. In order to have a drug-free workplace program, a business shall:

- 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.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee 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 work place no later than five (5) days after such conviction.
- 5) Impose a sanction, on, or require the 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.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR \_\_\_\_\_ TITLE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**ATTACHMENT 7  
DISCLOSURE STATEMENT  
CONFLICT OF INTEREST DISCLOSURE**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their proposals whether any officer, director, employee or agent is also an officer or an employee of the Columbia County Board of County Commissioners. All firms must disclose the name of any county officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Officer or Employee of Columbia County:

_____	_____
_____	_____

Name of an State Officer or Employee that owns 5% or more in Respondent's firm:

_____	_____
_____	_____

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date



ADDITIONAL INFORMATION

The most recent completed audit and budget reports can be found on the County's web site at the following link:

[http://www.columbiacountyfla.com/Audits\\_and\\_Budgets.asp](http://www.columbiacountyfla.com/Audits_and_Budgets.asp)