

Tampa Sports Authority Purchasing Department
4201 N. Dale Mabry Highway
Tampa, Florida 33607

Telephone: (813) 350-6500
Fax #: (813)350-6611

PROCUREMENT SUMMARY AND REGISTRATION

In order to receive notice of any changes or addenda to these documents, you **MUST** register using this form. Please mail or FAX the completed form to the Purchasing Department as soon as possible.

Document Number: RFQ #10-10
Title: Financial Audit and Related Services
Description: Provide financial audit and related services to the Tampa Sports Authority.
Procurement Submittal Deadline: Monday, July 19, 2010 By 4:00 p.m.
Tampa Sports Authority
Raymond James Stadium
4201 N. Dale Mabry Highway
Tampa, FL 33607

Pre-Bid/Proposal Conference: None

For additional information, contact: Jeanette Baker
Director of Finance & Administration
Telephone: (813) 350-6517
E-Mail: jbaker@tampasportsauthority.com

Special Instructions: None

BIDDER REGISTRATION
FAX OR MAIL THIS FORM BACK IMMEDIATELY
FAX #: (813) 350-6611

Use this form to register as a potential bidder or proposer for this procurement. Only registered vendors will be mailed courtesy notices of changes or addenda to these procurement documents. Carefully complete this form and mail or fax it to the Procurement Department. You must submit one form for each procurement that you are registering for. FAILURE TO INCLUDE AN ADDENDUM IN YOUR BID MAY RESULT IN THE REJECTION OF YOUR BID.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State/ZIP: _____ Email (Optional) _____

Phone: (_____) _____ Fax: (_____) _____



**4201 NORTH DALE MABRY HIGHWAY
TAMPA, FLORIDA 33607**

RFQ #10-10

**REQUEST FOR QUALIFICATION
FOR
FINANCIAL AUDIT & RELATED SERVICES**

RFQ DUE DATE: MONDAY, JULY 19, 2010 BY 4:00 P.M.

**JEANETTE BAKER
DIRECTOR OF FINANCE & ADMINISTRATION
(813) 350-6517**

JUNE 7, 2010

FINANCIAL AUDIT & RELATED SERVICES

Note: This document is constructed in three (3) parts. Part A contains the general information and conditions the RESPONDENT needs to prepare a response. Part B contains the various forms that are required as part of the RESPONSE. The RESPONDENT should remove Part B and attached it, completed, to their RESPONSE. Part C contains the project specific information and specific RESPONSE requirements.

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Table with 2 columns: Description and Page. Includes sections for Procurement Summary and Registration, Part A (General Information and Conditions), Part B (Required Response Forms), Part C (Project Information and Response Requirements), Attachments, and Statement of No Bid.

**TAMPA SPORTS AUTHORITY
PURCHASING DEPARTMENT
4201 N. DALE MABRY HIGHWAY
TAMPA, FL 33602**

PART A

GENERAL INFORMATION AND CONDITIONS

RFQ #: 10-10

TITLE: FINANCIAL AUDIT & RELATED SERVICES

BID OPENING: PURCHASING DEPARTMENT, 4201 N. DALE MABRY HIGHWAY, TAMPA, FLORIDA 33607, MONDAY, JULY 19, 2010 BY 4:00 P.M.

1. INSTRUCTIONS TO RESPONDENT:

1.1 DELIVERY OF RESPONSES:

- (a) The delivery of the RESPONSE to the Tampa Sports Authority prior to the deadline is solely and strictly the responsibility of the RESPONDENT. The deadline for delivery of all responses is MONDAY, JULY 19, 2010 BY 4:00 P.M. One (1) marked: "SEALED RESPONSE FOR FINANCIAL AUDIT & RELATED SERVICES". All RESPONSES will be delivered to the TAMPA SPORTS AUTHORITY, 4201 N. Dale Mabry Highway, Tampa, Florida 33607. THERE WILL NOT BE A "FORMAL" RESPONSE OPENING FOR THIS PROJECT.
- (b) Electronic or faxed bids will not be considered.
- © For informational purposes, the RESPONDENT is advised that the United States Postal Service or even Express Mail Services may not deliver your RESPONSE in a timely manner. RESPONDENTS are cautioned to plan necessary delivery time accordingly.
- (d) The delivery of said RESPONSE to the Procurement Department prior to the time stated in the previous section is solely and strictly the responsibility of the RESPONDENT. The Tampa Sports Authority Purchasing Department Director will not be responsible for delays caused by any delivery services that may be used. The RESPONDENT is hereby directed to cause delivery of his RESPONSE prior to the bid opening time. The RESPONSE delivery time will be scrupulously observed. Any RESPONSE received after MONDAY, JULY 19, 2010 BY 4:00 P.M. shall not be considered.

1.2 REQUEST FOR INTERPRETATION - ADDENDUM:

No substantive interpretation of this RFQ will be made to any RESPONDENT orally. Every request for such interpretation must be in writing, addressed to the Tampa Sports Authority, Attn: Ms. Deltecia Jones, Senior Procurement Analyst, 4201 N. Dale Mabry Highway, Tampa, Florida 33607. Fax request for interpretation will be accepted for this project. The fax number for the Purchasing Director is (813) 350-6510. To be considered, such a request should be received at least three (3) working days prior to the date fixed for the deadline for RESPONSES. Any such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be sent to all vendors that registered for this RFQ at least three (3) days prior to the date fixed for the opening of RESPONSES. Failure of any RESPONDENT to receive any such addendum or interpretation shall not relieve said RESPONDER from any obligations contained within this RFQ. All addenda so issued shall become part of the Contract documents.

1.3 COSTS OF PREPARATION:

The cost of preparing a RESPONSE to the RFQ shall be borne entirely by the RESPONDENT.

1.4 RFQ RESULTS:

Preliminary results will be available after the Tampa Sports Authority Evaluation Committee meets to rank the responses. The ranking will be submitted to the Board of Directors for review and approval. Final Results will be mailed or faxed to all registered RESPONDERS.

2.0 GENERAL CONDITIONS:

2.1 REJECTION OF RESPONSES:

The Tampa Sports Authority reserves the right to reject any or all RESPONSES; to re-advertise this RFQ; to postpone or cancel this process; to waive irregularities in the RFQ process or in the RESPONSES thereto; and to change or modify the RFQ schedule at any time.

2.2 BINDING OFFER:

A RESPONDENT'S submittal will be considered a binding offer to perform the required services, assuming all terms are negotiated satisfactorily. The submission of a RESPONSE shall be taken as prima facie evidence that the RESPONDENT has familiarized itself with the contents of this RFQ.

RESPONSES may be withdrawn on written or telegraphic request dispatched by the RESPONDENT in time for delivery prior to the time fixed for the opening of RESPONSES. Negligence on the part of the RESPONDER in preparing the RESPONSE confers no right of withdrawal or modification of the RESPONSE, after the RESPONSE has been opened at the appointed time and place, by the Tampa Sports Authority. Any such withdrawn RESPONSE shall not be resubmitted. RESPONSES will be in force for a period of sixty (60) days after the opening date.

2.3 APPLICABLE FLORIDA STATUTES:

In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all Responders should be aware that this RFQ and all the Responses thereto are in the public domain and are available for public inspection. The Responders are requested, however, to identify specifically any information contained in their proposal which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exemption law. All proposals received in response to this RFQ will become the property of the Tampa Sports Authority and will not be returned.

2.4 AVAILABILITY OF PERSONNEL:

Personnel described in the RESPONSE shall be available to perform the services as described. All personnel shall be considered to be, at all times, the employees, or agents of the RESPONDENT, and not employees or agents of the Tampa Sports Authority.

2.5 OWNERSHIP OF DOCUMENTS:

In the event of an award, all documents resulting from this project will become the sole property of the Tampa Sports Authority.

2.6 CONTRACT EFFECTIVE DATE, TERMS:

It is the Tampa Sports Authority's intent that the contract will be awarded effective **October 1, 2010** for a one (1) year annual term with two (2) two (2) year renewal options based on the Tampa Sports Authority receiving proper service and cooperation from the selected individual/firm. Any alteration or change of terms or conditions, including billing rates, as specified in the contract, will be considered a modification to the contract that requires the mutual consent of both parties.

2.7 INSURANCE REQUIREMENTS:

Before starting and until acceptance of the work by the Tampa Sports Authority, the RESPONDENT shall procure and maintain insurance of the types and the limits specified in PART C, Attachment 1, Insurance Requirements.

2.8 ASSIGNMENT OF CONTRACT:

The selected RESPONDENT may not make any assignments of their obligations resulting from this RFQ without the prior written authorization of the Tampa Sports Authority.

2.9 NON-EXCLUSIVITY OF CONTRACT:

The selected RESPONDENT understands and agrees that any resulting contractual relationship is non-exclusive and the Tampa Sports Authority reserves the right to seek similar or identical services elsewhere if deemed in the best interest of the Tampa Sports Authority.

2.10 PUBLIC ENTITY CRIMES STATEMENT:

A person, affiliate, or corporation who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Respondent, supplier, 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Any such person, affiliate, or corporation wishing to propose on this RFQ must include a current statement pursuant to Section 287.133 (1) Florida Statutes, on public entity crimes.

The Tampa Sports Authority may make inquiries regarding alleged convictions or public entity crimes. The failure of a RESPONDER to promptly supply information in connection with an inquiry or the failure to comply with the requirement contained within this section will cause the rejection of any submitted bid, offer, response, or proposal, at the sole discretion of the Tampa Sports Authority.

2.11 INDEMNIFICATION: (PATENT OR COPYRIGHT)

The selected RESPONDENT shall indemnify and hold harmless, and defend the Tampa Sports Authority and the Board of Directors, their agents and employees, and anyone directly or indirectly employed by either of them, from and against all liabilities, damages, claims, demands or actions at law or in equity, including court costs and attorney's fees that may hereafter at any time be made or be brought by anyone arising out of any infringement of patent rights or copyrights held by others or for the disclosure or improper utilization of any trade secrets by RESPONDENT during or after completion of the Work. These obligations shall survive acceptance of any goods and/or performance and payment therefore by the Tampa Sports Authority.

2.12 INDEMNIFICATION: (GENERAL LIABILITY)

The selected RESPONDENT shall indemnify, hold harmless, and defend the Tampa Sports Authority and the Board of Directors, their agents and employees, and anyone directly or indirectly employed by either of them, from and against any and all liabilities, losses, claims, damages, demands expenses or actions, either at law or in equity, including court costs and attorney's fees, that may hereafter at anytime be made or brought by anyone on account of personal injury, property damage, loss on monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any action of fraud or defalcation by the RESPONDENT, or anyone performing any act required of RESPONDENT in connection with performance of the Contract awarded pursuant to this RFQ. These obligations shall survive acceptance of any goods, services, and/or performance and payment therefore by the Tampa Sports Authority.

3. RESPONSE FORMAT AND CONTENT:

RESPONDENTS are advised to carefully follow the instructions as listed below, in order to be considered fully responsive to the RFQ.

RESPONDENTS are further advised that lengthy or wordy submissions are not necessary.

Cover Page - The RESPONSE should provide an appropriate "Letter of Interest" cover page that:

- States the RFQ Document number and complete Title.
- Contains the RESPONDENT'S Name, mailing address and location address, telephone number, facsimile number, and the name of the RESPONDENT'S contact person and, if different from that of the RESPONDENT, the contact person's mailing and location address, telephone, and facsimile number.
- Contains a paragraph stating the RESPONDENT'S interest in being considered for the project and identifying members of its team.

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Organizational Chart showing the RESPONDENT'S proposed audit team members.

Responses to Questions and Other Requested Information - The RESPONSE must, in order to be fully considered, contain responses to the RFQ Part B - Required Forms and other requests for information contained in this RFQ document. RESPONSES should be submitted in the order identified in Part C, Section 1.6. RESPONDENTS should list each question with the corresponding answer immediately thereafter. Responses should be prepared simply and economically, providing a straight-forward, concise description of the responder's ability to fulfill the requirements of this RFQ. In order to ensure a uniform review process and to obtain the maximum degree of understanding of the Responder's abilities, experience, and qualifications, it is required that responses be organized and submitted as requested.

Format - The RESPONSE should be submitted on 8-1/2 inch by 11 inch pages. Each page should be typewritten and single spaced. Text of the original should be presented single-sided on each separate page. Duplicate copies can be reproduced double-sided, if desired. Each response section should be tabbed to comply with the sections of this document.

Number of Copies - The RESPONSE shall include (1) original (unbound) and (5) copies (bound).

Signature - All RESPONSES must be manually and duly signed by an authorized officer, principal or partner (as applicable).

PART B - Complete and submit the Required Forms.

PART C - RESPONDENTS must become fully familiar with the Tampa Sports Authority's Requirements as contained within this section. Additionally, at a minimum, RESPONDENTS must provide responses to all questions and requests for information as contained within this document.

4. RFQ PROCESS:

It is the Tampa Sports Authority's intention to solicit RESPONSES from potentially qualified RESPONDENTS; to evaluate their RESPONSES; to require oral presentations (where necessary or if desired); to negotiate terms, including price; and to award a contract for services upon successful negotiation of a satisfactory contract. At the option of the Tampa Sports Authority, negotiations may include discussion of fees and other charges, insurance requirements, and any other negotiable terms and conditions.

The Tampa Sports Authority will evaluate all RESPONSES received by the submittal date as set forth in this RFQ, or as amended by addendum, on the basis of the criteria stated herein.

The Tampa Sports Authority reserves the right to request additional information and clarification of any information submitted, including any omission from the original RESPONSE. Additionally, the Evaluation Committee reserves the right to waive any informalities or irregularities in any RESPONSE and to reject any and/or all RESPONSES, at its sole discretion.

In order to achieve maximum scores, the RESPONDENTS must demonstrate to the Tampa Sports Authority's Evaluation Committee that they are fully capable, staffed, and qualified to provide the services required by the RFQ. Fully qualified RESPONDENTS (and/or their project team assigned to this project) will have the qualifications (knowledge, education, training, expertise and skills), experience (documentation, successful, and relevant) and local presence necessary to meet the requirements of the RFQ. Determination of the RESPONDENTS best qualified and experienced to perform this RFQ will be determined by the Tampa Sports Authority's Evaluation Committee in its sole opinion.

It is the objective of the Tampa Sports Authority to award a contract to the RESPONDENT whose RESPONSE is judged, through the evaluation and negotiation process, to be in the best interest of the Tampa Sports Authority.

The Tampa Sports Authority will evaluate the RESPONSES and rank the top three (3) RESPONDENTS as determined by the evaluation committee in accordance with the criteria listed in the RFQ. Subsequent to the ranking and upon Board approval, the Tampa Sports Authority will commence negotiations with the top-ranked firm or firms. If a satisfactory agreement cannot be negotiated with the top-ranked firm or firms, then negotiations would begin with the next highest-ranked firm(s).

5. DISQUALIFICATION:

The Tampa Sports Authority reserves the right to disqualify RESPONSES before or after opening, upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the RESPONDENT.

The Tampa Sports Authority may consider any RESPONSE informal that is not prepared and submitted in accordance with the provisions of this RFQ, and may waive any informalities or irregularities in any RESPONSE, or reject any and all RESPONSES, at its sole discretion.

The Tampa Sports Authority reserves the right to reject, at its sole discretion, any RESPONSE if the evidence submitted by the RESPONDER or an investigation of the qualifications and/or experience of the RESPONDENT fails to satisfy the Tampa Sports Authority's Evaluation Committee that such RESPONDENT

is sufficiently qualified or experienced to carry out the obligations as required in this RFQ. The Tampa Sports Authority also reserves the right to reject all RESPONSES to the RFQ, at its sole discretion.

6. USE OF STATE CONTRACTS OR GOVERNMENTAL PURCHASING COUNCIL:

The Tampa Sports Authority reserves the right to utilize applicable State of Florida Contracts or Governmental Purchasing Council Bids for any items covered by this specification when the use of same is in the best interest of the Tampa Sports Authority.

Additionally, the submission of any RESPONSE to this RFQ constitutes a RESPONSE for the Governmental Purchasing Council of Hillsborough County, made under the same terms and conditions, and for the same effective period, to all public entities in Hillsborough County, Florida. (SEE ATTACHMENT 2) Reference Laws of the State of Florida 69-1112 and 69-1119.

Any Hillsborough County public entity may elect to utilize this selected RESPONDENT at their option. All Hillsborough County public entities will negotiate their own agreement and coordinate the requirements with the successful RESPONDENT. The Tampa Sports Authority will not be responsible for any transactions between the successful RESPONDENT and any other Hillsborough County public entities that may elect to utilize this RESPONSE. All terms, prices and conditions of this RFQ will apply between the RESPONDENT and any other Hillsborough County public entity utilizing this RESPONSE. As a condition of using the successful RESPONDENT(S) from this RFQ, the Public Entity and RESPONDENT(S) shall hold the Tampa Sports Authority harmless from any claims or lawsuits that may arise.

7. NOTICE OF PROTEST:

Any RESPONDENT wishing to protest the award of this contract must notify the Tampa Sports Authority in writing within ten (10) days of award of this contract. The Tampa Sports Authority's General Counsel will review all RESPONSES and the evaluation and award decision, then notify the protestor of his/her findings and decision.

8. TERMINATION CLAUSE:

The contract/agreement between the Tampa Sports Authority and the selected RESPONDENT will contain a clause whereby the contract/agreement may be terminated at any time during the term of the contract/agreement by either the selected RESPONDENT or the Tampa Sports Authority with thirty (30) days written notice.

REQUIRED RESPONSE FORMS

REQUIRED FORMS:

FORM 1: DECLARATION OF RESPONDENT

FORM 2: REFERENCES

FORM 3: INSURANCE CERTIFICATE

NOTE: The aforementioned forms must be submitted with the RESPONDENT'S submittal.

FORM 2: REFERENCES

References:

Provide at least three (3) references from prior or existing financial auditing engagements with governmental bodies and/or Sports Authorities, which are comparable with the Tampa Sports Authority.

Note: Attach additional sheets as necessary.

1. _____
COMPANY

ADDRESS

TELEPHONE

CONTACT

FAX NUMBER

2. _____
COMPANY

ADDRESS

TELEPHONE

CONTACT

FAX NUMBER

3. _____
COMPANY

ADDRESS

TELEPHONE

CONTACT

FAX NUMBER

4. _____
COMPANY

ADDRESS


TELEPHONE

CONTACT

FAX NUMBER

Certificate of Insurance

In consideration of the premiums charged on the insurance policies shown in this certificate, this certificate of insurance is issued to the certificate holder shown below. This certificate does not amend, extend or alter the coverage afforded by the policies listed below except as shown below.

NAME AND ADDRESS OF AGENCY		INSURERS PROVIDING COVERAGES			
		COMPANY LETTER A			
		COMPANY LETTER B			
		COMPANY LETTER C			
		COMPANY LETTER E			
NAME AND ADDRESS OF INSURED		COMPANY LETTER C			
		COMPANY LETTER D			
		COMPANY LETTER E			
<p>This is to certify that the insurance policies listed below have been issued to the insured and are in force at this time. It is agreed that none of these policies will be cancelled or changed so as to reduce the coverages described by this certificate until after 30 days advanced written notice of such cancellation or change has been delivered to the certificate holder at their address shown below. It is also agreed that 30 days advanced written notice by the insurance companies listed above of their intent not to renew their policies listed below for the same coverages provided in this certificate will be given to the certificate holder at its address shown below. The policies shown in this certificate are primary to any insurance carried by the certificate holder or any self-insurance program thereof for this specific location, project or event.</p>					
COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> OWNER'S & CONTRACTORS PROTECTIVE <input type="checkbox"/> X.C.U. COVERAGES <input type="checkbox"/> BROAD FORM PROPERTY DAMAGE <input type="checkbox"/> INDEPENDENT CONTRACTORS				EACH OCCURRENCE \$ _____ FIRE DAMAGE (ANY ONE FIRE) \$ _____ MEDICAL EXPENSE (ANY ONE PERSON) \$ _____ PERSONAL & ADV. INJURY \$ _____ GENERAL AGGREGATE \$ _____ PRODUCTS COMP/DPS AGGREGATE \$ _____ SPECIFIC GENERAL AGGREGATE \$ _____ (SEE BELOW)
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (EACH PERSON) \$ _____ BODILY INJURY (EACH ACCIDENT) \$ _____ PROPERTY DAMAGE \$ _____ BODILY INJURY AND PROPERTY DAMAGE COMBINED \$ _____
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCURRENCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED \$ _____
	WORKERS' COMPENSATION and EMPLOYERS' LIABILITY				WC - STATUTORY \$ _____ E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
	OTHER				
<input type="checkbox"/> Contractual Liability Coverage, Description of Contract: <input type="checkbox"/> The Tampa Sports Authority, City of Tampa, Florida and Hillsborough County, Florida, have been named as additional insureds as respects the General, Automobile, and Excess Liability Policies described herein. <input type="checkbox"/> The General, Automobile, and Excess Liability Policies described herein provide the severability of interest (separation of insureds) provision applicable to the named insured and the Authority. <input type="checkbox"/> Proof of representation, with each insurance company named above, must be attached to this certificate for the authorized representative.					
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS					
* SPECIFIC PROJECT/LOCATION LIABILITY LIMITS APPLICABLE TO: _____					
NAME AND ADDRESS OF CERTIFICATE HOLDER: 02-01-00  Tampa Sports Authority RAYMOND JAMES STADIUM 4201 NORTH DALE MABRY HIGHWAY TAMPA, FLORIDA 33607 TELEPHONE (813) 350-6500 / FAX (813) 673-4308		Date Issued _____ Authorized Representative _____ Type Name _____ Address _____ Telephone # _____ FAX # _____			

PROJECT INFORMATION AND RESPONSE REQUIREMENTS

- 1.1 Description of Project
- 1.2 Background of the Tampa Sports Authority
- 1.3 Description of Services
- 1.4 Minimum Requirements
- 1.5 Qualifications of Responder
- 1.6 Questions and Other Requested Information
- 1.7 Evaluation Criteria
- 1.8 Evaluation Process

Attachment 1: Insurance Requirements

Attachment 2: Hillsborough County Government Purchasing Council

Attachment 3: Tampa Sports Authority Organizational Chart

PART C

PROJECT INFORMATION AND RESPONSE REQUIREMENTS

1.

1.1 DESCRIPTION OF PROJECT:

The Tampa Sports Authority is soliciting proposals from qualified financial audit firms to provide Financial Audit and Related Services for the Tampa Sports Authority and its golf course facilities (Rocky Point, Rogers Park and Babe Zaharias). The selected Financial Audit and Related Services provider will be expected to bring a broad range of experience and knowledge in governmental auditing and accounting. The firm must demonstrate that it has an established reputation in the government sector and that it has the necessary experience, expertise, and reliability in public auditing and accounting. A detailed list of required services is provided under the Scope of Services section.

1.2 BACKGROUND OF THE TAMPA SPORTS AUTHORITY:

The Tampa Sports Authority is an independent special district that was created by Chapter 65-2307, as superseded by Chapter 96-520, Laws of Florida, for the purpose of constructing and managing sports and recreational facilities in Hillsborough County. The Authority's vision is to provide economic development and enhance the quality of life through sports and recreation. The Authority has no taxing powers, but rather acts as an enterprise fund utilizing user-fees to subsidize its operating costs. As a result, all of its major capital construction projects, from the original Tampa Stadium, Golf Courses, Ice Palace, Legends Field, and Raymond James Stadium have been accomplished by working closely with the approval and financial support of Hillsborough County and the City of Tampa.

1.3 DESCRIPTION OF SERVICES:

The purpose of the RFQ is to assist the Tampa Sports Authority in its selection of external auditors/accountants (The Firm) who are certified or licensed by the State of Florida and are determined by this selection process to be the best qualified to perform the annual financial audit of the Tampa Sports Authority and its golf course facilities financial transactions for the current fiscal year end as well as other related auditing and accounting services.

The financial audit shall be conducted at the combined level for the Tampa Sports Authority and its golf course facilities. Because, the Tampa Sports Authority and its golf course facilities each maintain separate financial records and prepare separate financial statements, separate financial audits and reports will be required for each entity. Additionally, as the primary government, the Tampa Sports Authority's audited financial statements will include those of its golf course facilities.

The audits shall be performed to comply with the requirements of:

1. Generally accepted auditing standards as promulgated by the AICPA.
2. Governmental Auditing Standards (the "Yellow Book") as issued by the Comptroller General of the United States.
3. Rules of the State of Florida General as to form and conduct of local governmental unit audits.
4. Governmental Accounting Standards Board Codification of Governmental Accounting and Financial Reporting Standards (the "Blue Book") as amended from time to time, and not later than required implementation date.
5. Any other known statutory or other guidelines required for proper reporting and record-keeping according to generally accepted accounting principles.

Specific services to be provided by the selected firm shall include, but are not limited to, the following:

- Perform the annual financial audit of Tampa Sports Authority's golf course facilities;
- Perform the annual financial audit of the Tampa Sports Authority as defined in Florida Statutes, Section 11.45(1)(b);
- Determine to what extent the financial statements fairly represent those entities' financial position and results of operations;
- Determine to what extent the financial statements are in conformity with generally accepted accounting principles;
- Conduct compliance testing regarding bond covenants;
- Perform an annual financial aid compliance audit of all Federal and State grant programs in accordance with OMB Circular A-133, the Single Audit Act of 1984, amended in 1996, and Section 215-97, Florida Statutes, Florida Single Audit Act;
- Prepare Annual Management Letter for each entity as defined by Auditor General Rule 10.554(1)(e) and in accordance with Sections 215.503(1), Florida Statutes;
- Prepare required reports and opinions on the financial statements, internal control systems, and operational compliance requirements of the Tampa Sports Authority.
- Conduct a weekly briefing for the Director of Finance regarding audit status and findings;
- Conduct an audit exit conference for discussion of audit findings;
- Submit, not later than thirty (30) days after the end of field work, a draft of the management letter;
- Attend public meetings and make presentation, if required;
- Render opinions on the financial records of the Tampa Sports Authority and its golf course facilities for the fiscal year ending September 30 of each year in sufficient time to allow for compliance filings;
- Make work-papers available, without charge, to any Federal or State agency upon request and in accordance with Federal and State laws and regulations;
- Provide thirty (30) bound copies of the general purpose financial statements, inclusive of Management Letter and responses, for compliance filing.
- Provide all reports, statements, notes to financials in electronic format to be used in preparation of the Comprehensive Annual Financial Report (CAFR);
- Assist the Authority in securing the Certificate of Achievement for Excellence in Financial Reporting, including reviewing the prior year's Government Finance Officer's Association (GFOA) Special Review Committee's recommendations for improvement to the CAFR to ensure that all reviewer recommendations were addressed and incorporated into the current year's CAFR;
- Provide specialized consultation and support assistance as deemed appropriate and necessary by the Authority;
- Perform periodic audit of variable percentage rent tenants as required by the Authority;
- Perform periodic audit of entities with which the Authority contracts or otherwise has entered into an agreement with that provides for an audit of their operations;
- Provide other Financial Audit and Accounting Services as requested.

If awarded the contract, the successful bidder will invoice the Authority on a monthly basis. The invoice shall show the specific project(s) that the firm worked on during the month, the number of hours spent on the project(s), and a cost associated with each project. The Financial Audit firm will carefully monitor billable hours and may not exceed the dollar amount of the contract approved by the Authority's Board of Directors. The approved contract amount represents the maximum dollar amount billable under this contract annually.

1.4 MINIMUM REQUIREMENTS:

- Responding firms must have demonstrated past experiences as defined in the Description of Services.
- Responding firm's representative who will be responsible for the Tampa Sports Authority's Project must have demonstrated past experiences as defined in the Description of Services.
- The responding firms must commit to local availability based upon the Tampa Sports Authority's requirements.

1.5 QUALIFICATIONS OF RESPONDER:

In order to achieve maximum scores in the evaluation process the Respondent must demonstrate to the Tampa Sports Authority's Evaluation Committee that they are highly qualified and experienced to provide the services required by this RFQ. Fully qualified Respondents (and/or their project team assigned to this project) will have the qualifications (knowledge, education, training, expertise, personnel, abilities and skills) and experience (documentation, successful, and relevant) and local presence necessary to meet the requirements of this RFQ.

The Tampa Sports Authority will evaluate all Responses received by the submittal date as set forth in this RFQ, or as amended by addendum, on the basis of the criteria stated herein. The Tampa Sports Authority reserves the right to request additional information and clarification of any information submitted in response to this RFQ. Additionally, the Evaluation Committee reserves the right to waive any informalities or irregularities in any Response and to reject any and/or Responses, in its sole discretion.

It is the objective of the Tampa Sports Authority to award a contract to the Respondent(s) whose Response is judged, through the evaluation process, to be in the best interest of the Tampa Sports Authority.

1.6 QUESTIONS AND OTHER REQUESTED INFORMATION:

Responses should contain direct answers to the following requests for information. Responses to each numbered item, request for information or form, should either begin on a new page with the item repeated at the top of the page or with a clear break shown between numbered items. Respondents are required to respond to each numbered item in the specific order listed below:

1. Provide the address and telephone number of the firm's office (PART B, FORM: 1);
2. Provide the name of the firm's contact representative;
3. Describe pending litigation in which your firm is involved as a result of provision of any services as described herein;
4. List of references to include the name, position, address and telephone number of your principal contact with each referenced entity (PART B, FORM: 2);
5. Adhere to the Public Entity Crimes Statement;
6. Provide a general description of the firm, its organization, size and structure;
7. Describe the steps your firm would take to perform the financial audit of the Authority, including any pre-audit and/or ongoing requirements;
8. Describe your firm's qualifications for providing the required services. Specifically, address in detail the firm's governmental auditing and accounting experience within the last five (5) years, including a description of the firm's experience within the State of Florida and for other Sports Authorities, the type of audit conducted, and a general statement of purpose;
9. State any other qualifications and/or experience which you would consider to be significant, innovative or otherwise relevant to the Tampa Sports Authority's consideration of your firm;
10. Provide a statement of the firm's local availability and degree of accessibility to the Authority;
11. Identify the individuals who would be responsible within your firm to provide the requested services to the Authority and describe the qualifications and relevant experience of each individual and the number of years the individual has been with your firm;
12. If the proposal is a joint proposal with another firm, indicate which firm is to be considered the lead Audit firm. For the purposes of this proposal, the lead Audit firm would serve as the primary point of contact for the Tampa Sports Authority, would coordinate any and all of the services associated with the Scope of Services about and would be responsible for all billing and collection for both firms.
13. Completely fill in the Insurance Certificate (PART B, FORM: 3).
14. Disadvantaged Minority/Disadvantaged Women Business Enterprise and Small Business Enterprise (DM/DWBE and SBE) Participation: Qualified firms may receive five (5) percent of the maximum allowable points for DM/DWBE and SBE participation. The term "DM/DWBE and SBE" shall mean

a business that is certified or registered as a *bona fide* DM/DWBE and SBE with Hillsborough County or has been granted Reciprocal Certification by Hillsborough County. Provisional Reciprocal Certification shall be granted for **one** six (6) month period to DM/DWBE firms which are principally domiciled in the State of Florida and certified by other jurisdictions within the State. It will be the responsibility of the proposing firm to furnish all the necessary information and documentation to the County as listed below in order to receive bonus points.

- (a) The request for bonus points shall be made on the proposing firm’s letterhead and must including the following:
 - (1) The RFQ number and project name;
 - (2) The name of the firm(s) to be utilized, and
 - (3) The percentage of fees that will be subcontracted to that firm. Please note, the percentage must be at least 10%;
 - (4) A commitment from the proposing firm stating that a minimum of 10% of its ultimate fees will be subcontracted to that DM/DWBE or SBE.

- (b) The following items should be attached to the above letter:
 - (1) A letter of intent from the DM/DWBE or SBE on its letterhead stating its intent to perform the services and the scope of work signed by its Chief Operating Officer. This letter must reference the project;
 - (2) A copy of the DM/DWBE current certification or the SBE’s current registration.

NOTE: FAILURE TO COMPLY WITH ANY OF THESE REQUIREMENTS MAY RESULT IN DENIAL OF THE REQUESTED BONUS POINTS.

1.7 EVALUATION CRITERIA:

An Evaluation Committee will be appointed by the Tampa Sports Authority’s Executive Director at his sole discretion. The committee reserves the right to request additional information and clarification of any information submitted in response to this RFQ, including any omission from the original response. All Respondents will be treated equally with regard to this item.

The Evaluation Committee will review and evaluate all Responses on the basis of the information provided and other evaluation criteria as set forth in this RFQ. The Responses will be ranked based on the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
1. Qualifications and years of experience of the key individuals who will be responsible for the Tampa Sports Authority’s requested services and the years of experience with responding firm.	30
2. Qualifications and experience of responding firm in planning of audits, specifically the scope of the accountants’ experience within the State of Florida and other sports authorities.	25
3. The Firm’s understanding of and approach to the work to be performed for the Tampa Sports Authority.	20
4. Responses to client references (reputation, professionalism) and local availability (presence, allocation of resources to this contract).	15

5. Overall responsiveness to RFQ.

10

SUB TOTAL POINTS: 100

6. **Disadvantaged Minority / Disadvantaged Women Business Enterprise Participation:**

Disadvantaged Minority / Disadvantaged Women Business Enterprise (DM/DWBE): Qualified firms may receive up to a maximum of five (5) bonus points for DM/DWBE participation. The term “DM/DWBE” shall mean a business that is certified as a *bona fide* DM/DWBE with Hillsborough County or has been granted reciprocal certification by Hillsborough County. Provisional Reciprocal Certification shall be granted for **one** (1) six (6) month period to firms which are principally domiciled in the State of Florida and certified by other jurisdictions within the State. When requesting bonus points, firms shall include a copy of the certification letter issued to the DM/DWBE being utilized by the certifying governmental agency. It will be the responsibility of the proposing firm to furnish all the necessary information and documentation to the COUNTY in order to receive bonus points. Bonus points will be assigned based on DM/DWBE participation as outlined below:

Certification Statement	Points
The applicant firm has issued a signed letter of commitment certified that a minimum of 10% of its ultimate fees will be subcontracted to certified DM/DWBE(s), which is/are identified in the request for bonus points.	5% of maximum awardable points

The request for bonus points shall be made on company letterhead and must include the following:

1. The RFQ number and project name;
2. The number of bonus points requested.

MAXIMUM BONUS POINTS: 5

TOTAL POINTS: 105

1.8 **EVALUATION PROCESS:**

Based on the information contained in the responses, the Evaluation Committee will recommend three firms, in ranked order, to the Sports Authority Board of Directors for final selection. The Committee reserves the right to conduct oral interviews of any, all or none of the respondents.

Upon final selection by the Tampa Sports Authority’s Board of the best qualified Firm, the Tampa Sports Authority will begin negotiation of a contract with that Firm. Should the Tampa Sports Authority be unable to negotiate a satisfactory contract with the top-ranked firm, negotiations shall be formally terminated with that firm and the Tampa Sports Authority shall commence negotiations with the next highest-ranked firm until a firm is selected. Negotiations will include discussion of fees and other charges, insurance requirements (see below) and any other negotiable terms and conditions of the contract. If the amount of the contract exceeds \$50,000 the Tampa Sports Authority shall require the Firm receiving the award to execute a truth-in-negotiation certificate.

Attachment Listing:

- Attachment 1: Insurance Requirements
- Attachment 2: Hillsborough County Governmental Purchasing Council
- Attachment 3: Tampa Sports Authority Organizational Chart

ATTACHMENT 1:**INSURANCE REQUIREMENTS**

During the life of this Agreement, the Licensee shall provide, pay for, and maintain with companies satisfactory to the Authority, the types of insurance described herein. All insurance shall be from responsible insurance companies eligible to do business in the State of Florida. All Liability Policies shall provide that the Authority, the City of Tampa, and Hillsborough County are additional insured but solely in accordance with and subject to the indemnification provisions set forth as to the operations of the Licensee under this Agreement and shall also provide the Severability of Interest Provision. The insurance coverage and limits required must be evidenced by properly executed Certificates of Insurance on forms which are to be approved by Licensor and furnished by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. In addition, certified, true and exact copies of all insurance policies required shall be provided the Authority if requested on a timely basis.

Thirty (30) days prior written notice by registered or certified mail shall be given the Authority of any cancellation or reduction in the policies' coverage except in the application of the Aggregate Limits Provisions. In the event of a reduction in any Aggregate Limit, the Licensee shall take immediate steps to have it reinstated. If at any time the Authority requests a written statement from the insurance company as to any impairments to the Aggregate Limit, the Licensee shall promptly authorize and have delivered such statement to the Authority. Licensee shall make up any impairment when known to it. The Licensee authorizes the Authority and its Insurance Consultant to confirm all information furnished the Authority, as to its compliance with its insurance carriers. As to the operations of the Licensee, all insurance coverage of the Licensee shall be primary to any insurance of self-insurance program carried by the Authority.

The acceptance of delivery to the Authority of any Certificate of Insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the Authority that the insurance requirements in the Agreement have been met or that the insurance policies shown in the Certificate of Insurance are in compliance with the Agreement requirements.

No operations under this Agreement shall commence at the site until the required Certificate of Insurance is received and has been approved by the Authority. Evidence of such insurance approval will be provided to Licensee by the Authority in a Notice to Proceed.

If any General Liability Insurance required herein is to be issued or renewed on a "claims made" form as opposed to the "occurrence" form, the retroactive date for coverage shall be no later than the commencement date of this Agreement and shall provide that in the event of cancellation or non-renewal the discovery period for insurance claims (Tail Coverage) shall be unlimited.

All of the required insurance coverage shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein. Thirty (30) days prior written notice by certified or registered mail shall also be given to:

**Ms. Jeanette Baker
Director of Finance
Tampa Sports Authority
4201 N. Dale Mabry Hwy.
Tampa, Florida 33607**

as to cancellation of any policy and any change that will reduce the insurance coverage required in this Agreement except for the application of the Aggregate Limits Provisions.

Should at any time the Licensee not, in the opinion of the Authority, provide or maintain the insurance coverage required in this Agreement, the Authority may terminate or suspend this Agreement.

The amounts and types of insurance shall conform to the following minimum requirements with the use of Insurance Service Office (ISO) policies, forms, and endorsements or broader where applicable. Notwithstanding the foregoing, the wording of all policies, forms, and endorsements must be acceptable to the Authority.

INSURANCE COVERAGE AND LIMITS

- A. **Workers' Compensation and Employers' Liability Insurance** shall be maintained in force during the term of this agreement for all employees of Licensee engaged in this Work under this Agreement, in accordance with the laws of the State of Florida. The amount of the Employers' Liability Insurance shall not be less than:

Workers' Compensation	Florida Statutory Requirements
Employers' Liability:	\$100,000 Limit Each Accident \$500,000 Limit Disease Aggregate \$100,000 Limit Disease Each Employee

- B. **Commercial General Liability Insurance** shall be maintained by the Licensee. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for the Agreement, Independent Contractors, Broad Form Property Damage including Completed Operations, and Products & Completed Operations Coverage and shall not exclude coverage for the "X" (explosion), "C" (collapse) and "U" (underground) Property Damage Liability exposures.

Limits of Coverage shall not be less than:

Bodily Injury, Personal Injury, & Property Damage Liability:

\$1,000,000 Combined Single Limit Each Occurrence and Aggregate

\$1,000,000 Each occurrence and Aggregate for Liability under this Specific Agreement. The Aggregate limits shall be separately applicable to this specific event.

Should the Licensee's General Liability Insurance be written or renewed on the Comprehensive General Liability Form, then the limits of coverage required shall not be less than:

Bodily Injury, Personal Injury & Property Damage Liability:

\$1,000,000 Combined Single Limit Each Occurrence

- C. **Automobile Liability Insurance** shall be maintained by the Licensee as to the Ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles to be used for the event with limits of not less than:

Bodily Injury & Property Damage Liability:

\$1,000,000 Combined Single Limit Each Occurrence

Members of the HILLSBOROUGH COUNTY GOVERNMENTAL PURCHASING COUNCIL**City of Tampa**

306 E. Jackson Street
Tampa, FL 33602
Joan McConnell, Purchasing Director
po24@ci.tampa.fl.us
Kendal Capaz, Purchasing Mgr. (Alternate)
po15@ci.tampa.fl.us
<http://www.ci.tampa.fl.us>
Phone: (813) 274-8353
Fax: (813) 274-8355

City of Plant City

P.O. Drawer C
Plant City, FL 33564
Martin Wisgerhof, Acting City Manager
Phone: (813) 659-4200
Fax: (813) 659-4232
<http://www.cityofplantcity.org>

City of Temple Terrace

Judy Krutcher
Asst. Purchasing Agent
P.O. Box 16930
Temple Terrace, FL 33687
Phone: (813) 989-7100
Fax: (813) 989-7185
jkrutcher@templeterrace.com

Clerk of the Circuit Court

601 E. Kennedy Blvd. - 13th Floor
P.O. Box 1110
Tampa, FL 33601
Jackie Burns, General Manager I
Joy Caruso, Buyer (Alternate)
Phone: (813) 276-8100 Ext. 7721
Fax: (813) 272-5521

Expressway Authority

412 E. Madison, Suite 800
Tampa, FL 33602
Shari Callahan
shari@thcea.org
Patrick McCue, Executive Director
Mary Hall, Asst. Director (Alternate)
Phone: (813) 272-6740
Fax: (813) 273-3730

Hills. Area Regional Transit Authority

4305 E. 21st Avenue
Tampa, FL 33605
Sharon Dent, Director
Phone: (813) 623-5835
Fax: (813) 664-1119
Dents@hartline.org

Aviation Authority

P.O. Box 22287
Tampa International Airport
Tampa, FL 33622-2287
Doug Hanlon, Purchasing Manager
Phone: (813) 870-8730
Fax: (813) 875-6670
dhanlon@tampaairport.com

Hillsborough County School Board

P.O. Box 3408
Tampa, FL 33601-3408
Hank Morbach, Principal Buyer (Alternate)
Phone: (813) 272-4030
Fax: (813) 272-4007
hank.morbach@sdhc.k12.fl.us

Hillsborough Community College

39 Columbia Drive
Tampa, FL 33606
Paul Johnson, Purchasing Manager
pjohnson@hcc.cc.fl.us
Vonda Melchior
Melchior@hcc.cc.fl.us
Phone: (813) 253-7060
Fax: (813) 253-7561

Tampa Port Authority Purchasing Dept.

601 E. Kennedy Blvd., 18th Floor
P.O. Box 1110, Tampa, FL 33601-1110
Lula F. "Lu" Banks, Director
Lynne Fillmon, Purchasing Manager
Phone: (813) 272-5790
Fax: (813) 272-6290
FOD: (813) 272-5938
fillmon@hillsboroughcounty.org

Hillsborough County Sheriff's Dept.

P.O. Box 3371
Tampa, FL 33601-3371
J.H. Shillady, Fiscal Mgr.
Phone: (813) 247-8033
Fax: (813) 247-8246
Jshillady@hscsco.tampa.fl.us

State Attorney's Office

800 E. Kennedy Blvd.
5th Floor
Tampa, FL 33602
Mark Ober
Ober_M@SAO13th.com
Phone: (813) 274-5400
Fax: (813) 272-7014

Property Appraiser

601 E. Kennedy Blvd., 16th Floor
Tampa, FL 33602
Mike Cook, Asst. Deputy Prop. Appr.
Brandon Spicola, Storekeeper (Alternate)
Phone: (813) 276-8831
Fax: (813) 272-5519
custserv@proprr.co.hillsborough.fl.us
<http://propappr.co.hillsborough.fl.us>

Supervisor of Elections

601 E. Kennedy Blvd., 16th Floor
Tampa, FL 33602
Donna Schomer, Purchasing Agent
Phone: (813) 276-8274
Fax: (813) 272-7043
<http://www.votehillsborough.org>

City of Tampa Housing Authority

1514 Union St.
Tampa, FL 33607
Jerome Ryals, Executive Director
Phone: (813) 253-0551
Fax: (813) 251-4522

Tampa Palms Community Dev. District

18311 Tampa Palms Blvd. West
Tampa, FL 33647
Phone: (813) 977-3933
Fax: (813) 977-6571
cddtampa@gte.net

Tampa Port Authority

P.O. Box 2192
1101 Channelside Drive
Tampa, FL 33601
David Webb, Procurement Officer
Phone: (813) 905-5164
Fax: (813) 905-5109
Dwebb@tampaport.com

Tampa Sports Authority

4201 N. Dale Mabry Highway
Tampa, FL 33607
Joseph Haugabrook, Director of Purchasing
Phone: (813) 350-6500
Fax: (813) 673-4308
jhaugabrook@tampasportsauthority.com

Tax Collector

601 E. Kennedy Blvd., 14th Floor
Tampa, FL 33602
Dawn Antinori, Senior Manager
Phone: (813) 307-6222
Fax: (813) 307-6521
antinori@hctc.co.hillsborough.fl.us

The Children's Board of Hills. County

1205 E. 8th Avenue
Tampa, FL 33605
Bill Jones, Sr. Manager
Phone: (813) 229-2884
Fax: (813) 228-8122
bjones@childrensboard.org

Hillsborough County Governmental Purchasing Council bids or proposals may be available to all chartered municipalities, local public agencies, boards, and other authorities existing in Hillsborough County, Florida.

STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement, please return this form immediately to:

**Tampa Sports Authority
Purchasing Department
4201 North Dale Mabry
Tampa, FL 33607**

We, the undersigned, have declined to bid on your RFQ #10-10 for Financial Audit and Related Services for Tampa Sports Authority due to the following reasons:

- _____ Specifications to "tight", geared toward one brand or manufacturer only (explain below).
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ Specifications unclear (explain below).
- _____ We do not offer this product or an equivalent.
- _____ Our product schedule would not permit us to perform.
- _____ Unable to meet specifications.
- _____ Other (explain below).

REMARKS: _____

We understand that if the "No Bid" letter is not executed and returned, our name may be deleted from the list of qualified bidders for Tampa Sports Authority.

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

PHONE NUMBER: _____ DATE: _____