

May 10, 2001

Management and Accountability
Carol Cortes, Deputy Superintendent

SUBJECT: AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS NO. 180-AA10 FOR EXTERNAL INDEPENDENT AUDITING SERVICES OF THE EDUCATIONAL FACILITIES IMPACT FEES, THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, MAY 2001, PRESENTED BY THE OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS

The purpose of the Request for Proposals is to obtain the services from a public accounting firm, whose partners or officers are independent certified public accountants and are duly licensed to practice in the State of Florida, to perform an audit of the records of the School Board of Miami-Dade County, Florida, relating to the Educational Facilities Impact Fees established by the Interlocal Agreement between Miami-Dade County and the School Board. The audit shall be conducted in accordance with generally accepted governmental auditing standards by an independent certified public accountant. The budgeted impact fees for the 2000-01 fiscal year totaled \$15 million and the fund balance at June 30, 2000 was approximately \$80 million.

Period of Examination and Length of the Contract

The audit engagement will cover the fiscal years ending June 30, 2001, 2002 and 2003 (three years) with an option to be exercised by the School Board to renew the contract for two additional years, at terms to be negotiated after completion and submission of the audit report for the fiscal year ending June 30, 2003. The contract shall not exceed a maximum audit period of five years.

Selection of Accounting Firm

1. May 8, 2001 - Draft of Request for Proposals presented to the School Board Audit Committee for their input.
2. May 16, 2001 - Request for Proposals presented to the School Board for approval.
3. May 21, 2001 - Request for Proposals available to public accounting firms.

4. May 27, 2001 - Request for Proposals advertised in newspapers.
5. June 6, 2001 - Pre-proposal conference with the administration at 10:00 a.m. (EST) to answer any questions related to the engagement. The meeting will be held in Room 916 of the School Board Administration Building, 1450 Northeast Second Avenue, Miami, Florida.
6. June 12, 2001 - Deadline to receive proposals at 2:00 p.m. (EST).
7. June 15, 2001 - Submittals reviewed by Selection Committee and accounting firms selected to be interviewed.
8. June 19, 2001 - Proposers interviewed by Selection Committee and recommendation made to the Superintendent of Schools.
9. July 11, 2001 - Recommendation submitted to the School Board for their consideration and approval. A professional services agreement will be entered into thereafter. The audit work is to commence immediately after the agreement is executed.

Note: Because Miami-Dade County is also required by the Interlocal Agreement to have an Impact Fees Audit of their collections and submittals to the School Board, the accounting firm selected will be precluded from conducting the Impact Fees Audit required by Miami-Dade County.

Compensation

The submittal shall include a total lump-sum fee (not-to-exceed amount) for each of the first three years of the engagement. Payments for each year's audit by the School Board shall be made on three equal installments for services provided with a final payment to be made after the final audit report is received and filed by the School Board. The total compensation for these services during the past five years was as follows:

<u>Fiscal Year</u> <u>Ended</u>	<u>Amount</u>
6/30/1996	\$ 10,000
6/30/1997	10,000
6/30/1998	13,000
6/30/1999	15,000
6/30/2000	15,000

Selection Committee

The Selection Committee will consist of one School Board Audit Committee member and one administrator from the following units/offices:

- Financial Affairs
- Facilities Planning and Construction
- Office of Management and Compliance Audits
- Governmental Affairs and Land Use Policy and Acquisition
- Division of Business Development and Assistance
- Division of Procurement Management and Materials Testing

Other

A professional service agreement will be entered into after award by the School Board. Input was provided by the School Board Audit Committee in the preparation of this Request for Proposals, which has been incorporated in the document.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the issuance of Request for Proposals No. 180-AA10 for External Independent Auditing Services of the Educational Facilities Impact Fees, the School Board of Miami-Dade County, Florida, May 2001, for the audit of the fiscal years ending June 30, 2001, 2002, and 2003.