

# Town of White Springs

## RFP #02-2019

### Auditing Services

The Town of White Springs is requesting proposals from qualified firms of Certified Public Accountants to perform an audit of its financial statements for the fiscal year ending September 30, 2019, and the next two subsequent fiscal years. Pursuant to the Town Charter:

*“The Town Council shall provide for an annual audit of all Town accounts and may provide for more frequent audits if deemed necessary. A certified public accountant or firm with no personal interest, direct or indirect, in the fiscal affairs of the Town shall be selected from competitive negotiations by the Town Council. No audit contract shall be awarded for more than three (3) years.”*

#### **PROPOSAL SCHEDULE**

Seven (7) copies of the proposal must be received in a sealed envelope clearly marked, “**RFP #02-2019**”, no later than **2:00 p.m. EST on Wednesday, August 7, 2019** at the White Springs Town Hall, located at 10363 Bridge Street, White Springs, FL 32096, in order to be considered. Proposals will be opened as soon as possible after the submission deadline and forwarded to the Audit Committee members that same day for evaluation and ranking. All costs incurred by the responding firms in preparing proposals to this request will not be reimbursed by the Town.

The Audit Committee members will individually review the proposals and then convene to collectively rank the submittals. It is expected that the Committee should only need to meet once or twice to agree on its recommendation. Once decided, its recommendation is forwarded to the Town Council. Final authority of the auditor selection rests with the Council.

There will be no communication, written or verbal, with any Town employee, Elected Official, Committee Member, or Town representative during the course of this solicitation other than through writing to the Town Manager. Questions concerning the RFP should be directed to Stacy Tebo, Town Manager at [manager@whitespringsfl.us](mailto:manager@whitespringsfl.us). All questions must be submitted in writing to the Town Manager who will obtain the answers and issue in the form of an addenda. The deadline for submitting questions is Monday, July 29, 2019 at 5:00 P.M. Failure to have all information as requested may cause the respondent’s proposal to be rejected.

The Town reserves the right to reject any and all proposals, in whole or in part, to waive minor defects in the process and to accept the proposal deemed to be in the Town’s best interest. At the discretion of the Council, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

## **BACKGROUND**

The Town of White Springs is a municipal corporation of the State of Florida.

The Town has 10 full-time and 8 part-time positions (including the five elected members of the Town Council). The Town does not have an internal audit department, as there is very limited staff. The Town has a Council-Manager form of government; the Manager runs the daily operations of the Town.

Any funds established or deleted during the time period covered by this request for proposals are also to be included in the scope of audit services to be provided. The most recent audit of the Town of White Springs was for the period October 1, 2017 through September 30, 2018. A copy of the auditor's report as well as the budget for the current fiscal year is available on the Town's website, [www.whitesprings.org](http://www.whitesprings.org).

The Town provides police and fire protection, general government, parks and recreation, and public works services. In addition, the Town operates one enterprise activity: Water and Sewer Utilities. Risk Management programs within the Town consist of the following programs: Workers Compensation coverage, liability insurance, as well as public officials' insurance; and health, life, vision and dental insurance for employees. The full-time employees are eligible to participate in the ICMA Deferred Compensation 457 retirement plan, with the Town matching up to 5% of the employees' contributions.

The City administers grant programs from time to time, including CDBG, FRDAP, SRF, USDA-RD, and SCOP.

## **GENERAL TERMS AND CONDITIONS**

All requirements and conditions set forth in this RFP shall be incorporated into the contract between the Town and the selected firm unless expressly provided otherwise by the contract. The successful proposer is required to be an independent Certified Public Accountant to practice in the State of Florida. The proposer will be required to enter into a three-year service contract with the Town. The fiscal years to be included are FY 2018-2019, FY 2019-2020, and FY 2020-2021. Each year of the engagement will be dependent upon a satisfactory completion of the annual audit.

There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

**SCOPE OF SERVICE REQUIRED**

1. Indicate in your proposal if you agree to meet or exceed the following performance specifications. Explain any exceptions you have regarding them.

The audit shall be performed in compliance with the requirements of the following:

- a. Section 218.39, Florida Statutes, and any other applicable Florida Statutes.
  - b. Rules of the Florida Department of Financial Services.
  - c. Rules of the Auditor General, State of Florida, Chapter 10.550.
  - d. Audits of State and Local Governmental Units, issued by the American Institute of Certified Public Accountants.
  - e. Codification of Governmental Accounting and Financial Reporting Standards - Governmental Accounting Standards Board.
  - f. Government Auditing Standards issued by the Comptroller General of the United States.
  - g. Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Office of Management and Budget.
  - h. Federal Single Audit Act of 1984 and amendments of 1996.
  - i. Florida Single Audit Act (Section 215.97, Florida Statutes).
  - j. Statements on Auditing Standards (GAAS). Any other applicable federal, state, local regulations or professional guidance not specifically listed above, as well as any additional requirements, which may be adopted by these organizations in the future.
  - k. Section 216.349, Florida Statutes - Compliance with laws, regulations, contracts, grants related to State grants or grants-in-aid.
2. The audit report shall contain the opinion of the auditor on the financial statements and an opinion on compliance with applicable legal provisions.
  3. The auditor shall be required to make an immediate written report of irregularities, illegal acts or indications of illegal acts, if any, and immediately make the Town Manager aware of same.
  4. The partner-in-charge of the audit and the audit manager shall be available to attend up to two public meetings annually for discussion. If asked, the Firm also agrees to meet individually with Council members after the annual audits are completed and prior to the presenting of the audit report at a Council meeting.
  5. The auditors shall, without additional charge, make available their work papers to subsequent auditors or to any federal or state agency upon request and in accordance with federal and state law regulations.
  6. The reports on the internal control structure and compliance, schedules of federal financial assistance and related auditor's report, and other reports that are or may be required

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pursuant to the performance specifications listed above, are to be included in the AFR. The U. S. Department of Environmental Protection Agency will act as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 and amendments adopted in 1996, and U. S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments.

7. Depending on the availability of Town employees, the firm may utilize the Town's staff to perform work of an assisting nature consistent with Generally Accepted Auditing Standards. However, it is not the Town's intent for its staff to prepare the auditor's work papers. The Town expects that the auditor will provide the Town technical advice and recommendations as to current GASB requirements and assure the Town's compliance with such.
8. The auditors will provide bond covenant compliance letters where required by bond documents. In addition, the auditors will prepare the schedules disclosing certain information required by the covenants of the Water and Sewer Refunding Revenue Bonds, Series 2001 covenants for presentation in a separate section of the Audit Report.
9. If selected, the Auditor agrees to negotiate and execute an audit agreement, hereafter referred to as "contract", with the Town. This contract is in addition to an annual or multi-year engagement letter required by the Auditor.
10. The Town expects the Auditor to express an opinion on the fair presentation of its basic financial statements in conformity with applicable generally accepted accounting principles. The Auditor is also to provide an opinion on the combining and individual non-major fund statements and schedules in relation to the basic fund statements taken as a whole.
11. The Auditor will prepare all adjusting journal entries converting data reported in governmental funds for presentation as *governmental activities* in the government-wide financial statements. The entries will be prepared on a conversion worksheet in an electronic format mutually agreed to by the Auditor and the Town. All entries will be reviewed with the Director of Finance prior to issuance of the financial statement draft, and a copy of the electronic worksheet will be provided to the Town.
12. The Auditor shall report to the Town, at least weekly, the status of any potential audit adjustments, so that the Town may have adequate opportunity to investigate, gather information and respond if necessary. Final audit adjustments shall be submitted to the Town of White Springs following the end of the fiscal year under audit. All adjustments posted to the financial statements must be agreed to by the Town and reconciled to the Town's accounting records by Town staff, prior to release of the final audit report.
13. The Auditor will work with the Town's Finance Director to prepare the Management Discussion and Analysis (MD&A).
14. The Auditor will prepare and print all financial statements, footnotes, schedules, including

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- client-requested schedules to meet bond requirements, etc., and required reports during the contract period. The Auditor will bind all into a single document. Fifteen (15) copies of the final report and one (1) copy on CD-ROM, in either Microsoft Word (.DOCX) format or Adobe Acrobat (.PDF) format, shall be delivered to the Finance Director.
15. The Auditor shall prepare the Annual Financial Report to be provided to the Department of Financial Services, to assure consistency with the Town's financial statements.
  16. The Auditor shall provide technical advice, as requested, for accounting and tax issues that may arise during the contract period at no additional charge if extensive research is not needed.
  17. The Town may issue one or more official statements for the sale or refunding of bonds during the term of this contract. The official statement will contain the general-purpose financial statements. The Auditor shall be required to issue, upon request, a "comfort letter" and other documents necessary to issue or refund the bonds. Fees for such requests made by the Town shall be based on hourly fees submitted by the Auditor.
  18. Auditor shall provide the Town with a copy of each external quality control review (peer review) conducted during the time period engaged by the Town of White Springs.
  19. The Auditor agrees to notify the Town immediately should any disciplinary actions be taken or complaints filed with any regulatory bodies against any of the Auditor's staff or the Auditor itself.
  20. The Auditor will assist in providing guidance and implementing changes to comply with governmental accounting standards.

**TECHNICAL PROPOSAL**

1. General Requirements - The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Town 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 qualifications 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 proposal requirements.

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 and should address items 2 through 7 below. These items represent the criteria against which the

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proposal will be evaluated.

2. License to practice in Florida - An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida.

3. Firm Qualifications and Experience - The proposal 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 the engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time and part-time basis. The firm is also required to submit a copy of the report of its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements. The firm shall also provide information on the results of any 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. Please include the responses pertaining to external quality control review and state desk review in an appendix.

4. Partner, Supervisory and Staff Qualifications and Experience - The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in Florida. The firm should provide an affirmative statement that the auditor in charge of the engagement meets the educational requirements under Florida Statutes, Chapter 11.45. The firm should provide information on the government auditing experience of each person, including information on relevant continuing professional education, of the specific staff to be assigned to this engagement. The firm also should 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. However, the Town 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 qualifications or experience.

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

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

- a. Proposed segmentation of the engagement.
- b. Sample size and the extent to which statistical sampling is to be used in the engagement.
- c. Type and extent of analytical procedures to be used in the engagement.

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- d. Approach to be taken in considering risk and materiality to determine extent of testing.
- e. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- f. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- g. Method for review of internal controls.
- h. Benchmarks to be used for evaluating financial condition.

**FEE SCHEDULE**

Total All-Inclusive Maximum Price - The proposal should include all pricing information relative to performing the audit engagement for FY 18/19 and each of the following two years as described in this request for proposal. The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses.

Rates by Partner, Specialist, Supervisory and Staff Level Hours Anticipated for each – The proposal should include a schedule of professional fees and expenses that support the total all-inclusive maximum price. The cost of special services should be disclosed as a separate component of the total all-inclusive maximum price.

Rates for Additional Professional Services - If it should become necessary for the Town to request the auditor to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the Town and the firm. Any such additional work agreed to between the Town and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the proposal.

Manner of Payment - Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month. Payment of the final billing will be made after delivery of the final report and presentation to the Town Council.

**EVALUATION PROCEDURE**

All proposals will be subject to a review and evaluation process. It is the intent of the Town that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The Town will consider all responsive and responsible proposals received in its evaluation and award process.

Proposals shall include all the information solicited in this RFP, and any additional data that the Offeror deems pertinent to the understanding and evaluation of the proposal. Proposers will provide their best price and cost analysis and should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral

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presentations or demonstrations may not be solicited. Each proposer will be ranked based on the criteria herein addressed.

An objective-based scoring system shall be applied to the non-price factors throughout the evaluation process for the evaluation of the written responses and the oral presentation/informal interviews (if requested). A score of 0 is the least favorable and a score of 4 is the most favorable in all sections.

The Proposer's response will be scored by Committee members in accordance with the following scale:

0 = Unsatisfactory: Not responsive to the requirement.

1 = Below Minimum Standards: Responsive to the requirement but below acceptable standards.

2 = Marginal: Minimal acceptable performance standards and responsive to the requirement.

3 = Satisfactory: Above minimum performance, Effective and Responsive to the requirement.

4 = Exceeds Expectations: for effectiveness and responsiveness to the requirement.

NOTE: The Committee member's score times the "weighted value" assigned to the different sections listed here equals the total score for that section. (EXAMPLE: Maximum score of 4 times weighted value of 10 = Maximum of 40-Points).

Proposers submitting the required criteria will have their proposals evaluated by the Audit committee and scored for the non-price factors to include technical response, qualifications and experience. Consideration will then be given for the cost proposed.

Weights for cost will not be assigned by the evaluation committee.

During the evaluation process and at the sole discretion of the Town, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the Town in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the Town may have on a proposer's submittal.

### **SUBMITTALS EVALUATION CRITERIA**

Proposers shall include the following information in their written proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

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**Tab 1 - Transmittal Letter: (Non-scored)**

Transmittal letter stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the engagement period. The Transmittal letter shall have an original signature (signed in blue ink) of an authorized official of the firm who has been designated to submit the proposal on behalf of the firm.

**Tab 2 – Complete Check List of Submittal Requirements (Non-scored)**

**Tab 3 – Mandatory Elements: (Non-scored)**

Firms meeting the following mandatory criteria will have their proposals evaluated and scored for technical qualifications.

- a. The audit firm is independent and licensed to practice in Florida.
- b. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
- c. The firm submits a copy of its most recent external quality control review report and the firm has a record of quality audit work.
- d. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

**Tab 4 - Summary of Qualifications: (maximum 4 X 8.75 = maximum 35 points)**

Provide a brief discussion about firm's expertise and experience specifically addressing the following points:

- a. The firm's past experience and performance on comparable government engagements.
- b. 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.
- c. The firm's past experience and performance with Single Audits and tests of compliance with laws and regulations.
- d. Ability to perform additional services and provide technical support throughout the period of the engagement.

**Tab 5 - Technical Response: (maximum 4 X 8.75 = maximum 35 points)**

Firm's business plan to meet the technical requirements of the Request for Proposal shall be included in this section. Information provided should include how the offeror can perform the contract within the time specified. Audit approach should discuss the following:

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- a. Adequacy of proposed staffing plan for various segments of the engagement, including supervision and involvement of experienced personnel.
- b. Adequacy of audit work plan and sampling technique.
- c. Adequacy of analytical and substantive procedures.
- d. Adequacy of study and evaluation of internal accounting and administrative controls. Any deviations from scope of work requirements will be discussed in this section.

**Tab 6 - Additional Required Proposal Submittal Forms: (Non-scored)**

Include a DRAFT Letter of Engagement for the City

**Tab 7 - Proposed Cost: (30 points)**

Proposed cost will include all direct and indirect costs and all out-of-pocket expenses. The Audit committee will rank the proposals based on qualifications and technical criteria and select no fewer than three firms. If fewer than three firms respond to the Request for Proposal, the committee shall recommend such firms as it deems to be the most qualified. The reviewers will then consider the price bid of the most qualified candidates.

**COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM SELECTION PROCESS**

**SELECTION PROCESS**

The Town will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Finance Department to schedule the top ranked firm(s) for oral presentations/interviews.

After clarification is completed, the Committee will re-score all proposals to determine a final ranking of proposers considered to be most capable of performing the required project in the best interest of the Town. The Town will rank all complete written proposals received in order of preference and submit this ranking as its final recommendation to the Town Council.

The selection will be scheduled at the next Council Meeting.

**PROPOSER CONFLICT OF INTEREST STATEMENT**

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_ ,  
who was duly sworn deposes and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ , with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_
2. The above named entity is submitting a Proposal for the Town of White Springs RFP 02-2019 described as Request for Proposal Financial Audit Services.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of White Springs.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of White Springs.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the Town of White Springs.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Affiant)

Typed Name and Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ ,20\_\_\_\_.

Personally Known \_\_\_\_\_ Or produced identification \_\_\_\_\_

Identification type: \_\_\_\_\_

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

Printed, typed, or stamped commissioned name of notary public \_\_\_\_\_

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

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

**SWORN STATEMENT UNDER F.S. 287.133(3)(n), PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted with Proposal No. 02-2019
2. This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) its Federal Identification No.(FEIN) is \_\_\_\_\_. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement
3. My name is \_\_\_\_\_ and my relationship to the entity named above is \_\_\_\_\_
4. 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 with 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 misrepresentations.
5. 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.
6. 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.
7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state 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

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are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have 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 the 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, and (Please indicate which additional statement applies)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: \_\_\_\_\_ Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Personally appeared before me, the undersigned authority, \_\_\_\_\_ who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at large My Commission Expires:

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**