

RFP-001241 Committee Meeting December 14, 2016 Minutes

Evaluation Committee for **External Auditing Services; RFP-001241**, held a duly noticed meeting on Wednesday, December 14, 2016, commencing at 10:03 a.m. in the Ibis Conference Room at the CFX Administrative Bldg., Orlando, Florida.

Committee Members:

Michael Carlisle., Director of Accounting and Finance
Marc Ventura, Assistance Manager of Accounting and Finance
Emily Rouse, Accounting Supervisor
Bruce McMenemy, Chairman, Audit Committee

Other Attendees:

Aneth Williams, CFX Director of Procurement

Discussion and Motions:

Aneth explained that today's meeting was to conduct interviews of the proposers, open the price proposals, finalize the evaluation, and make a recommendation to be presented to the Audit Committee for recommendation to the Board.

Interviews:

Aneth commenced each interview with an outline of the interview process. For the record it was stated the interview portion of the meeting is closed to the public and is being recorded in accordance with Florida Statute.

Cherry Bekaert	10:03 – 10:20 a.m.
Moore Stephens Lovelace, P.A.	10:27 – 10:43 a.m.

Upon completion of the last interview the recorder was stopped and the meeting was considered no longer closed to the public.

Evaluation Portion:

The committee members individually scored the interviews and submitted them to Aneth for tallying. Aneth then tallied the score sheets utilizing the raw scores assigned by each committee member and averaged the raw scores for each Proposal received. Below are the results:

<u>Proposer</u>	<u>Total Raw Points</u>	<u>Average Points</u>
Cherry Bekaert	300	75
Moore Stephens Lovelace	312	78

Pricing

Upon completion of the evaluation of the technical portion, Aneth opened the pricing proposals and scored the pricing proposals in accordance with the RFP requirements.

<u>Proposer</u>	<u>Total Price</u>	<u>Points</u>
Cherry Bekaert	\$246,000.00	19.39
Moore Stephens Lovelace	\$238,500.00	20.00

Total Points and Rankings

<u>Proposer</u>	<u>Tech. Points</u>	<u>Pricing Points</u>	<u>Total Points</u>	<u>Ranking</u>
Cherry Bekaert	75	19.39	94.39	2
Moore Stephens Lovelace	78	20.00	98.00	1

The Committee recommends the Audit Committee approve the ranking and recommend award of the Contract to the top ranked Proposer Moore Stephens Lovelace, P.A. If the top ranked firm is unable to execute a Contract the recommendation of award will go to the second ranked Proposer.

There being no further business to come before the Committee, the meeting was adjourned at 11:01 a.m. These minutes are considered to be the official minutes of the interview, opening of the Price Proposals and final evaluation by the Evaluation Committee at its meeting held Wednesday, December 14, 2016.

Submitted by: 
Aneth Williams, CFX Director of Procurement

On behalf of the Evaluation Committee these minutes have been review and approved by:


Michael Carlisle, Director of Accounting and Finance

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
TECHNICAL AND PRICE PROPOSAL SCORING SUMMARY
 External Auditing Services, Contract No. 001241

EVALUATOR	Cherry Bekaert		Moore, Stephens, Lovelace P.A.		TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE
	TECHNICAL	PRICE	TECHNICAL	PRICE						
Michael Carlise	76		76							
Marc Ventura	78		79							
Emily Rouse	73		77							
Bruce McNemery	73		80							
TOTAL	300		312							
AVG. TECH. POINTS	75.00		78.00							

PRICE PROPOSAL SUMMARY

PROPOSER	PROPOSAL AMOUNT	POINT VALUE
Cherry Bekaert & Holland, LLP	\$246,000.00	19.39
Moore, Stephens, Lovelace P.A.	\$238,500.00	20.00

POINT TOTALS AND FINAL RANKING

PROPOSER	TECHNICAL POINTS	PRICE POINTS	TOTAL POINTS	FINAL RANKING
Cherry Bekaert & Holland, LLP	75.00	19.39	94.39	2
Moore, Stephens, Lovelace P.A.	78.00	20.00	98.00	1

Committee Members:






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