

# REQUEST FOR PROPOSAL

ISSUED July 24, 2007

RFP No. AU 07-08-02

## FINANCIAL AND COMPLIANCE AUDITS AND EXTERNAL MONITORING REVIEWS OF WORKNET PINELLAS, INC.

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### DATES TO REMEMBER

- **Question and Answer Period- July 24 - August 10, 2007**
- **Non- Mandatory Pre-Proposal Conference- August 7, 2007**
  - **10:00 am @ WorkNet Pinellas** administrative office  
13805 58<sup>th</sup> St. N Suite 2-140, Clearwater, Florida 33760.
- **Due Date- August 21, 2007 at 12:00 Noon**

**Submittal Deadline:** August 21, 2007 at 12:00 Noon. The Selection Committee will meet August 24, 2007 at 10:00 a.m. at the WorkNet Pinellas Meeting Room located at 13805 58<sup>th</sup> St. N Suite 2-140, Clearwater, Florida 33760.

All responses are to be submitted to the address and contact person listed below. **Please reference Section III (C) for detailed instructions.**

Question and Answer period will be through August 10, 2007. Questions can be received by email [dcox@worknetpinellas.org](mailto:dcox@worknetpinellas.org) or fax (727-524-4350). The questions and answers will be posted on our website at [worknetpinellas.org](http://worknetpinellas.org).



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## **SECTION I - SUMMARY**

The Governing Board of WorkNet Pinellas, Inc. (hereafter known as WorkNet) is requesting sealed Proposals from qualified Certified Public Accountants to perform audit services for WorkNet, which is described in Section IV. The audit services are to cover the fiscal year ending June 30, 2008. WorkNet may also request additional services, on a agreed upon procedures basis, so long as providing those services does not interfere with the firm's and the *Government Auditing Standards* (GAGAS) independence requirements for the fiscal year beginning July 1, 2007 and ending upon completion of the audit engagement. It is anticipated that similar services will be contracted for on the same terms for four (4) additional fiscal years ending June 30, 2012.

The qualified firm will be selected by the WorkNet Audit Committee and presented to WorkNet's Board for approval. The award of this contract is open to qualified certified public accountants, provided that they have the demonstrated ability to successfully perform the services required in this document.

The purpose of this Request for Proposals is to solicit bids from licensed audit firms to conduct the required financial audits and to perform the agreed upon procedures engagements. A proposal must address all information requested in this RFP. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format.

Any questions regarding this RFP should be directed to Dianne Cox at voice: (727) 507-4300, Ext. 3003 or email: [dcox@worknetpinellas.org](mailto:dcox@worknetpinellas.org). All questions and answers will be posted to <http://www.worknetpinellas.org/funding/>. To respond to this RFP, an interested party should submit 1 original and 5 copies of its proposal to:

**Edward C. Peachey, Executive Director**  
WorkNet Pinellas, Inc.  
13805 58<sup>th</sup> Street, N., Suite 2-140  
Clearwater, FL 33760

**Proposals must be received at WorkNet Pinellas, Inc. offices by 12:00 noon on August 21, 2007.**

## **SECTION II – BACKGROUND**

### **A. WorkNet Pinellas, Inc. Overview**

WorkNet is a 501(c)(3) Florida Non-Profit Corporation. Effective July 1, 2004, WorkNet was designated the Administrative Entity and Fiscal Agent by the Pinellas County Board of County Commissioners for local workforce development programs under the Federal Workforce Investment Act of 1998 (Public Law 105-220) and the Florida Workforce Innovation Act of 2000. As a local workforce development board, WorkNet provides policy, guidance, and oversight for workforce development programs in Pinellas County, Florida (Region 14).

The audit for the year ended June 30, 2006 will be available for reference.

### **B. Workforce Development Region 14**

WorkNet is one of twenty-four regional workforce development boards (WDB) in Florida. Pinellas County Board of County Commissioners designates and appoints members to the Board of Directors of WorkNet. WorkNet board members are from private business, education, economic development; labor organizations, community based organizations, state agencies, one-stop center partners and other individuals deemed appropriate who are responsible for developing a regional workforce development system. Criteria for composition of the Board are set forth in Section 117, Chapter 2, Subtitle B, Title I of the Workforce Investment Act of 1998 and the Workforce Innovation Act of 2000, *Florida Statutes Section 445.007*. The Board was chartered by Workforce Florida Inc. (WFI) to provide strategic planning and oversight of local WIA initiatives including youth activities, high skills/high wage jobs, one-stop career centers, and the local welfare reform program.

The Agency for Workforce Innovation (AWI) assists WDBs in complying with the Federal and State Single Audit Acts and ensures that its duties as a pass-through entity (as defined in these Acts) are accomplished. In addition, Workforce Florida, Inc. and AWI have established special guidelines concerning audit quality that WDBs are expected to follow.



**C. Identification of funds to be audited**

1. The projected funds to be audited for the fiscal year ended June 30, 2007 are as follows:

<b>Program Title/Description</b>	<b>CFDA * Number(s)</b>	<b>Projected Funds</b>
Agency for Workforce Innovation (AWI)- Workforce Investment Act	17.258-17.260	\$ 6,284,258
Agency for Workforce Innovation – One Stop Career Centers	17.257	2,095,164
Agency for Workforce Innovation - Welfare Transition Program	93.558	4,628,263
U. S. Department of Labor /State of Florida – Direct Grants	Various	<u>1,334,441</u>
<b>Total Projected Funding</b>		<u><b>\$ 14,342,125</b></u>

2. The following is a listing as of April 24, 2007 of service provider contractors (sub recipients) that are required to have audits of their organizations in accordance with OMB Circular A-133 because the threshold level of \$500,000 (combined federal funding) will be exceeded:

<b>Service Provider</b>	<b>CFDA * Number(s)</b>	<b>Contract Value</b>
Goodwill Industries – Suncoast, Inc.	17.257 - 17.260	\$ 5,097,642
	93.558	
St. Petersburg College	17.257,93.558	1,800,000
Gulf Coast Jewish Family Services, Inc	93.558	665,000
Pinellas Technical Education Center	17.259,17.257	675,000
<b>Total Contracts/Grants Awarded</b>		<u><b>\$ 8,237,642</b></u>

\* - Catalog of Federal Domestic Assistance

**D. Nature of This RFP**

This RFP sets forth minimum standards for a proposal. An Audit Committee consisting of representatives of both WorkNet and Pinellas County will evaluate the proposals and select the firm. WorkNet’s Board will then execute a contract with the chosen firm.



## **SECTION III - INSTRUCTIONS TO BIDDERS**

### **A. GENERAL**

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for rejection of the proposal.
2. All information should be as complete, specific, and concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The Audit Committee of WorkNet may modify this RFP or issue supplementary information or guidelines during the proposal preparation period prior to August 21, 2007.
5. Proposals shall constitute firm offers valid for 90 days from August 21, 2007. Once submitted, proposals cannot be altered without the written consent of WorkNet.
6. The Audit Committee of WorkNet expects to select a firm on or about August 29, 2007, subject to WorkNet's Board approval at their September 2007 meeting.
7. The contract with WorkNet should be fully executed by September 30, 2007.
8. WorkNet expects, based on past experience, that no more than three months would be needed to complete the audit through submission of the final audit report.
9. WorkNet reserves the right to reject any and all proposals.

### **B. BASIS OF PROPOSALS**

1. The firm must be qualified according to rules and regulations of the State of Florida and Government Auditing Standards, which require external peer reviews.
2. The firm must have a background and experience in providing financial and compliance auditing services to governmental and non-profit organizations.
3. Individuals assigned to the audit should be qualified to perform an audit under *Government Auditing Standards* and be familiar with the workforce development programs and related regulations.



4. The firm must be independent and free of conflicts of interest in discharging professional responsibilities. Independent is specifically defined in Rule 101 of the Code of Professional Conduct issued by the American Institute of Certified Public Accountants and Section 303 of Government Auditing Standards.
5. WorkNet recognizes that prospective bidders may be under contract to perform financial statement and compliance audits of one or more local service provider recipients of WorkNet revenues and does not consider that circumstance as compromising the independence of such bidders.

### **C. SUBMITTAL OF PROPOSALS**

1. One original and five copies of the proposal must arrive at the address specified in Section I by 12:00 noon on August 21, 2007. An electronic version in Word or PDF format should be provided on Compact Disc or Floppy Diskette.
2. Proposals received after the time and date specified will not be considered.

### **D. PRE-PROPOSAL CONFERENCE AND INTERVIEWS**

1. The pre-response conference is intended to provide all potential respondents with information and clarifications prior to their preparation of the RFP proposal. This conference is scheduled for August 7, 2007 at 10:00AM in the conference room at the offices of WorkNet Pinellas, 13805 58<sup>th</sup> Street, North, Suite 2-140, Clearwater, FL 33760.
2. At the Audit Committee's option, WorkNet may interview bidders. The interviews will be for the purpose of clarifying the proposals to WorkNet's Board.
3. Submittal of new material at an interview will not be permitted.

## **SECTION IV - SCOPE OF WORK**

### **A. OBJECTIVES**

It is the intent of WorkNet to contract with an experienced, qualified licensed CPA firm for financial and compliance audits of WorkNet's financial statements, and to perform external monitoring as approved by the Audit Committee of WorkNet on an agreed-upon procedures basis.

#### ***1. External Independent Auditing Services***

The audits are to be performed in accordance with generally accepted auditing standards (GAAS) and "*Governmental Auditing Standards*", 2003 Revision



(GAGAS), or most current revisions issued by the Comptroller General of the United State, Government Accountability Office (GAO).

In addition, the audits are to be performed in accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations", July 27, 2003 revision or most current revisions, issued by the U.S. Office of Management and Budget. The Single Audit Act of 1984, Public Law 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156 requires an independent financial and compliance audit of each non-federal entity or sub-recipient that has cumulative expenditures of federal funds of \$500,000 or more.

Also, each Audit shall comply with the Florida Single Audit Act, FS 215.97, and Chapter 10.600, Rules of the Auditor General, most current revisions.

## **2. *External Independent Monitoring Reviews***

The Audit Committee will arrange for agreed-upon procedures engagements for certain aspects of WorkNet's policies, procedures for monitoring its service providers and/or vendors to ensure compliance with all state and federal laws and regulations, applicable administrative instructions, the terms of the contracts and/or agreements on a semi-annual basis. Performance audits and external reviews will be conducted to ensure maximum effectiveness and efficiency of all management, programmatic and fiscal systems in accordance with GAO performance audit standards and other applicable regulations. Additionally, the reviews will serve as an evaluation tool to measure outcomes, success rates, cost effectiveness, and value to the customers and also to assist in maximizing program performance.

## **B. WORK STATEMENT**

The selected audit firm shall perform a financial and compliance audit of WorkNet's financial statements and external monitoring review for the fiscal year ending June 30, 2008, with options for four additional fiscal years. Each year the auditor should perform financial audits in order to express an opinion on whether the financial statements of WorkNet are presented fairly in conformity with accounting principles generally accepted in the United States. Each year's audit should also cover compliance with laws, regulations, contracts, grants, and internal controls. Audit guidelines and other requirements are described in Paragraphs 1 through 3 below.

### **1. Financial and Compliance Audit Requirements**

- a. Financial Statement Audit - The examination of financial statements of WorkNet shall be conducted in accordance with OMB Circular A-133. The examination shall be conducted in accordance with generally accepted auditing standards (GAAS) and *Government Auditing Standards* (GAGAS).



b. Compliance Audit - The selected audit firm shall conduct compliance audits as required in Section IV A (1) above, subject to *Government Auditing Standards*, and shall prepare a report on WorkNet's compliance with the applicable laws and regulations. Specific test required by WorkNet's Board include:

1. Test WorkNet's reconciliation of its financial records to the One Stop Management Information System (OSMIS) maintained by AWI. The notes to the audit report must include supplementary information describing the reconciliation done by WorkNet.
2. Test compliance with Federal cash management requirements and report any material problems. However, AWI has established state level guidance for cash management that also should be tested. The auditor should review the key guidelines contained in the OSMIS Manual produced by AWI concerning cash management, especially the criteria for Allowable Cash On Hand, and conduct the appropriate tests of compliance.
3. Examine the status of compliance with state and federal laws governing structure, functions, and mission of WorkNet and report any material noncompliance.
4. Prepare and submit a Management Letter for those findings and observations not included in the audit report, as opposed to providing only a verbal briefing. The Management Letter should be addressed to the Board.

## 2. Performance Reviews

Periodic reviews will require the firm to monitor and evaluate internal controls related to the following areas of responsibility. The Firm will select activity from each of these areas in order to ascertain WorkNet's staff compliance with established internal control policies and procedures as well as applicable federal, state and local laws and regulations. The firm will provide a report to the Audit Committee summarizing the findings, recommendations and the corrective actions necessary as a result of the review.

- a. Compliance Monitoring will determine compliance with contract requirements, which focus on compliance of financial systems, cost limitations (OMB Circular A-122, "*Cost Principles for Non-Profit Organizations*") and expenditure rates. It will also include compliance with OMB Circular A-133 with regard to sub-recipients' fiscal audits and monitoring.
- b. Performance Monitoring will determine whether the contractor is performing the contracted service at the required level.



c. Managerial Monitoring will involve the review of program processes and program outcomes and the emphasis placed on the quality of outcomes and performance levels relative to cost.

The scope of work in the above area may include, among other things, the following:

1. Reviewing WorkNet's processes and procedures to monitor service provider administrative and programmatic compliance with federal and state requirements relating to procurement, contracting and compliance with applicable performance measures and policies.
2. Reviewing WorkNet's financial management system for adequacy of controls over financial reporting, cash management, cost allocation, purchasing, property and inventory.
3. Reviewing financial records for adequacy of controls over supporting documentation, cash disbursements and cash receipts.
4. Reviewing the personnel and payroll records for sound personnel practices.

### 3. Other Areas of Concern

The selected audit firm shall itemize any other areas of concern with respect to the contractual, legal, administrative, or financial aspects of WorkNet's administration of the workforce development programs, as such concerns may emerge during the course of the audit. The audit firm shall also provide recommendations for resolution of those concerns, to the extent that the firm has information or experience to do so.

### 4. WorkNet. Support

- a. WorkNet will assist the selected audit firm in locating required records, documentation and supporting information within its possession. The selected firm will be responsible for scheduling times to review material in possession of service providers.
- b. WorkNet. will provide the selected audit firm with a list of the service provider contact person(s) at each program and one-stop center.
- c. WorkNet. will work to ensure that the selected firm receives the cooperation from staff and the service providers in the conduct of the audits.
- d. Throughout the audit engagement, WorkNet's Finance Director will coordinate and support the audit including; clarifying WorkNet's organizational structure; providing contact information such as the names and phone numbers of personnel who can provide the information or documents needed during the audit; providing



- the auditor reports from the Accounting System; obtaining the summary reports, schedules and supporting documentation requested in advance; and arranging all audit status meetings.
- e. WorkNet will provide the auditor with reasonable working space, tables and chairs
  - f. WorkNet will provide the auditor with access to telephones, photocopiers, and fax machine.

### **C. DELIVERABLES**

1. The auditor will issue a Summary Report highlighting for the Audit Committee the audit and agreed-upon procedures engagement process, significant findings and issues that arise during the audits and recommendations to the Audit Committee. This report will be sent to the Executive Director and Finance Director in draft form. Within thirty days, the Executive Director and Finance Director will provide comments on the report to the firm. The firm will then revise the draft report and send the Audit Committee a final Summary Report.
2. The auditor must issue an individual report, containing the information described below, for each Audit Committee member:
  - (a) An opinion (or disclaimer of opinion) as to whether the financial statement(s) of WorkNet are presented fairly in all material respects in conformity with the stated accounting policies;
  - (b) A report on internal control related to the Federal and/or State programs, which shall describe the scope of testing of internal control and the results of the tests;
  - (c) A report on compliance which includes an opinion (or disclaimer of opinion) as to whether WorkNet complied with laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on the Federal and/or State program; and
  - (d) A schedule of findings and questioned costs for the Federal and/or State program that includes a summary of the auditor's results relative to the Federal program in a format consistent with 505(d)(1) and findings and questioned costs consistent with the requirements of 505(d)(3) of OMB Circular A-133., revised June 27, 2003.
3. Prepare and submit a Management Letter for those findings and observations not included in the audit report, as opposed to providing only a verbal briefing. The Management Letter should be addressed to the Board.
4. An exit conference with representatives of WorkNet will be held at the conclusion of the fieldwork.



5. The selected firm should adhere to the following schedule for the above deliverables:

<b>Description</b>	<b>Due Date</b>
Commencement of annual Audit	August 2008
Submit Financial and compliance audit report draft to the Executive Director and Finance Director	October 2008
Final Financial and compliance audit report to the Audit Committee	November 2005
Final audit report presented to Board of Directors for approval	December 2008
Submit two copies of the audit report to WFI/AWI and U.S. Department of Labor (DOL) along with management's corrective action plan, management letter (if applicable) and the audit transmittal letter	December 2008
Semi-annual monitoring and performance review reports will be due forty-five days after December 31 each fiscal year.	

## **SECTION V - PROPOSAL FORMAT AND CONTENTS**

### **A. CONTENTS OF PROPOSAL**

Submitted proposals must follow the format outlined below and all requested information must be supplied. Failure to submit proposals in the required format will result in the proposal being eliminated from evaluation and consideration.

#### **1. Technical Proposal**

Cover Letter - Must include the name, address, and telephone number of the company, and must be signed by the person or persons authorized to represent the firm.

Table of Contents - Clearly identify material contained in the proposal by section and page number.

Summary (Section I) - State overall approach to the audit, including the objective(s) and scope of work to be performed.

Firm Contact Information (Section II) - Provide the following information on the firm:

- Address and telephone number of office nearest to Clearwater, Florida
- Name of firm's representative designated as the contact.



- Name of the project manager, if different from the individual designated as the contact.

Program Schedule (Section III) - Provide projected milestones or benchmarks for completing the audit within the total time allowed.

Firm Organization (Section IV) - Provide a statement of your firm's background and experience in providing auditing services to governmental and non-profit organizations. Describe the technical capabilities of the firm, and, in particular, the firm's exposure to working with workforce development regulations, if any. Provide references of other similar completed audits including contact name, title, and telephone number for the references listed.

Project Organization (Section V) - Describe the proposed management structure, program monitoring procedures, and organization of the engagement team. Provide a statement detailing your approach to the audit and performance reviews. Specifically address the firm's ability and willingness to commit and maintain staffing to successfully conclude the audit and performance reviews on the proposed schedule.

Assigned Personnel (Section VI) - Provide the following information on the staff to be assigned to the audit:

1. List all key personnel assigned by level and name. Provide a description of their background, along with a summary of their experience in auditing non-profit and governmental agencies, auditing in general and any specialized expertise they may have. Substitution of project manager or staff will not be permitted without prior written approval of the Executive Director.
2. Provide a statement of the availability of staff in a local office with requisite qualifications and experience to conduct the requested financial and compliance audits and performance reviews.
3. Provide a statement of the education and training program provided to, or required of, the staff identified for participation in the engagement, particularly with reference to governmental accounting and auditing, governmental practices and procedures, and workforce development regulations.

Retention of Working Papers (Section VII) -- All working papers are the property of WorkNet. Include a statement acknowledging that if your firm is awarded a contract, you will retain the audit work papers and related audit reports for a minimum period of five years.

Subcontractors (Section VIII) -- List any subcontractors that will be used, the work to be performed by them, and total number of hours or percentage of time they will spend on the project.



Conflict of Interest (Section IX) -- Address possible conflicts of interest with other clients affected by actions performed by the firm on behalf of WorkNet. The Audit Committee recognizes that prospective bidders may have contracts to perform financial statement and compliance audits for local governments and other recipients of WorkNet's revenues. Include a complete list of such clients for the past three years with the type of audit performed and the total number of years performing such audits for each client. The Audit Committee reserves the right to consider the nature and extent of such work in evaluating the proposal.

Additional Data (Section X) – Provide a copy of the firm's most recent peer review report. Provide a statement and/or explanation of disciplinary actions taken by the Florida State Board of Accountancy within the last three years, if any. Provide other essential data that may assist in the evaluation of the proposal.

**2. Cost Proposal**

Name and Address - The Cost Proposal must list the name and complete address of the bidder in the upper, left-hand corner.

The Cost Proposal must use the following format:

	<u>Tasks Price</u>
1. Financial and Compliance Audits Fiscal Year Ended:	
June 30, 2008	\$ xx,xxx
June 30, 2009	xx,xxx
June 30, 2010	xx,xxx
June 30, 2011	xx,xxx
June 30, 2012	<u>xx,xxx</u>
Total Cost of Audit Services	<u>\$ xx,xxx</u>
2. Performance reviews	
6 Months Ended December 31, 2007	\$ xx,xxx
6 Months Ended December 31, 2008	xx,xxx
6 Months Ended December 31, 2009	xx,xxx
6 Months Ended December 31, 2010	xx,xxx
6 Months Ended December 31, 2011	<u>xx,xxx</u>
Total Cost of Performance Reviews	<u>\$ xx,xxx</u>
TOTAL COST OF PROPOSAL	<u>\$ xx,xxx</u>

In addition, a list of the fully burdened hourly rates and the total number of hours estimated for each level of professional staff to be used to perform the audits and external monitoring reviews must be provided in the proposal.



## **B. PROPOSAL SUBMISSION**

All proposals must be submitted according to specifications set forth in Section V(A) - Content of Proposal and this section. Failure to adhere to these specifications may be cause for the rejection of the proposal.

Signature - An authorized representative of the bidder should sign all proposals.

Due Date - All proposals are due no later than 12:00 noon, August 21, 2007 and should be directed to:

Edward C. Peachey, Executive Director  
WorkNet Pinellas, Inc.  
13805 58<sup>th</sup> Street, North, Suite 2-140  
Clearwater, FL 33760

Submit one (1) signed original and five (5) duplicate complete copies of the proposal in a sealed envelope, plainly marked in the upper, left hand corner with the name and address of the bidder and the words "**WorkNet Audit Proposal.**"

Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal due date.

Addenda - WorkNet may modify this Request for Proposals (RFP) and/or issue supplementary information or guidelines relating to the RFP during the proposal preparation period.

Grounds for Rejection - A proposal may be immediately rejected if it is received at any time after the deadline; it is not in the prescribed format; or it is not signed by an individual authorized to represent the firm.

Disposition of Proposals - All responses to this RFP become the property of WorkNet.

Modification - Once submitted, proposals, including the composition of the contracting team, cannot be altered without prior written consent of WorkNet. All proposals shall constitute firm offers valid for 90 days from August 21, 2007.

## **SECTION VI - PROPOSAL EVALUATION**

The Audit Committee will evaluate all proposals. The Audit Committee will recommend the selection of the contractor to WorkNet's Board. WorkNet's Board must approve the contract to carry out the work described in this RFP.

Proposals will be evaluated on the following criteria:



<b><u>Evaluation Factor</u></b>	<b><u>Point Range</u></b>
<b>1. Prior Audit Experience.</b>	<b>0-15</b>
(a) Prior experience auditing Work Force Development programs Employment & Training and/or Workforce Development agencies.	
(b) Prior experience auditing similar county or local government activities.	
(c) Prior experience auditing programs financed by the Federal Government.	
(d) Prior experience auditing nonprofit organizations.	
(e) Providing references of other similar completed audits including contact name, title, and telephone number for the references listed.	
<b>2. Organization, size, and structure of firm.</b>	<b>0-5</b>
(a) Adequate size of the firm (Considering size in relation to audits to be performed)	
(b) Small, Minority and/or Women-owned business utilization.	
<b>3. Qualifications of staff</b>	<b>0-25</b>
(a) Audit team makeup, education, position in firm, years and types of experience, continuing professional education, and Governmental audit qualifications will be considered.	
(b) Quality control procedures, results of peer review and overall supervision to be exercise.	
(c) Prior experience of the individual audit team members, their experience in auditing non-profit and governmental agencies, auditing in general and any specialized expertise they may have.	
<b>4. Understanding of work to be performed.</b>	<b>0-25</b>
(a) Adequate audit coverage, projected milestones or benchmarks for completing the audit within the total time allowed.	



(b) Realistic time estimates of each audit phase and task.

**5. Cost.**

**0-30**

**Total Maximum Points**

**100**

The Audit Committee reserves the right to reject any and all proposals submitted and/or request additional information.

During the selection process, the Audit Committee may wish to interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time.

If two or more proposals receive the same number of points, the Audit Committee will accept the lower cost offer.