

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Elliott Davis, LLC

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>25</u>
2. Experience and professional qualifications of the audit team.	30	<u>20</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>5</u>
TOTAL	100	<u>70</u>

Comments:

Too many high levels on the audit team (3 Shareholders/partners +
1 Director - No Staff

Rater: Lenora Reid

Date: 3/18/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Cherry Bekaert

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>33</u>
2. Experience and professional qualifications of the audit team.	30	<u>28</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>23</u>
4. References from state and local government audit clients <i>- Provided Firm Ref & Personal Ref.</i>	10	<u>5</u>
TOTAL	100	<u>89</u>

Comments:

Liked the examples of types of test, etc pg 15-17

Rater: Lenora S. Reid

Date: 3/18/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Clifton Larson Allen

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team.	30	<u>25</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>22</u>
4. References from state and local government audit clients	10	<u>5</u>
TOTAL	100	<u>82</u>

Comments:

Loved the inclusion of the impact of GASB standards / Future standards
liked the first year transition plan

Rater: Lenora J. Reid

Date: 3/18/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: KPMG

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team. <i>- Not sure how all of these indiv. will have a roll in the audit - 5 partners, 2 Sr Mgrs</i>	30	<u>20</u>
3. Reasonableness of time estimates allocated to the Audit Plan <i>- No timeline provided - Overview of Audit Plan</i>	25	<u>15</u>
4. References from state and local government audit clients <i>Refs provided - no stmts Loss of 5 points for Section 12, 5 pg 34</i>	10	<u>5</u>
TOTAL	100	<u>70</u>

Comments:

Rater: Lenora J. Reid

Date: 3/18/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Robinson, Farmer, Cox

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>20</u>
2. Experience and professional qualifications of the audit team.	30	<u>25</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients <i>References provided - no stmts</i>	10	<u>5</u>
TOTAL	100	<u>70</u>

Comments:

- Robinson, Farmer, Cox was the City of Suffolk, Va auditors prior to Brown, Edwards

Rater: Lenora J. Rail

Date: 3/18/13

Tony



CITY OF SUFFOLK

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

Purchasing Division

REQUEST FOR PROPOSALS # 2013-00077-IC Financial & Compliance Audit Services

NON-DISCLOSURE STATEMENT

STATEMENT OF UNDERSTANDING

The procurement of goods and services by a public body from a private enterprise is a sensitive process governed by law. We must be assured that all public officers and city government employees (See Virginia Code Section 2.2-3101 for definitions) involved in the selection process do nothing to contribute to the "fact" or "appearance" of any impropriety or personal interest in the outcome of the procurement. Commonwealth law and policy requires that each individual be totally objective in arriving at their conclusions in the evaluation process. To better make you aware of the sensitivity of public procurements, each person serving on this evaluation/selection committee will be required to agree and comply with the following statements derived from *Article 6 (§ 2.2 -4367 et. seq.) of Chapter 43, Ethics in Public Contracting and (§ 2.2-4300 et.seq.) of Chapter 43, Virginia Public Procurement Act.*

- A. I certify that I am not a paid officer or director of any firm which is expected to respond to this Request for Proposals (**RFP**). Similarly, no member of my immediate family is a paid officer or director of any firm which is expected to respond to this **RFP**.
- B. I certify that neither I, nor any member of my immediate family, do not directly owe money to any employee or officer of any firm which is expected to respond to this **RFP**.
- C. I certify that I do not have any funds invested in any firm which is expected to respond this **RFP**. Similarly, neither I nor any member of my immediate family own or control an interest in any firm which is expected to respond to this **RFP**.
- D. I certify that I nor any member of my immediate family, received lodging, entertainment, transportation, money or anything else of value offered by an employee or officer of any firm which is expected to respond to this **RFP**. (This includes tickets to sporting events or shows, meals or lodging, gifts, etc.). During and after the procurement process, I will not accept any of the forgoing from any employee or officer of any firm which is expected to respond or did responded to the **RFP**.

NOTE: Exceptions to D. must be approved by the Department Director initiating the procurement action. Such approval could include acceptance of a meal which is widely offered to many individuals inside and outside the agency (i.e. provided on-site when a break in the proceedings is not practicable.)

NON DISCLOSURE STATEMENT

Page 2 of 2

E. I certify that I have not received any compensation from any firm which is expected to respond to this RFP. No member of my immediate family has received compensation, salary or wages in excess of \$10,000 from any firm which is expected to respond to this RFP.

NOTE: If at any time during the evaluation/selection process, I find that I, or any member of my immediate family, have a personal interest in any firm responding to this RFP, I will promptly notify the chairperson of this conflict and voluntarily remove myself from this evaluation/selection process.

F. During the course of this procurement, I understand that **all** communication with firms regarding this **RFP** must be handled by the Purchasing Department. I agree not to contact firms responding to this **RFP**, and if any of these firms attempt to contact me directly, I agree to refer the firm to the chairperson. I also agree that the information acquired through this evaluation/selection process will not be divulged to anyone outside the panel until after award of the contract resulting from this process.

I further agree to abide by all the policies/procedures contained in this document relative to this procurement as well as any other instructions and directions issued by Purchasing Agent.

Anthony P. D'Agostino
Signature

2/18/13
Date

Anthony P. D'Agostino, Acting Manager
Name/Title (Printed)
(Printed)

Finance Dept.
City Department/Agency or Private Company/Employer

This statement shall be made part of the official records of the above-cited solicitation.

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Robinson, Farmer, Cox Associates

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team.	30	<u>25</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>10</u>
TOTAL	100	<u>85</u>

Comments:

- nice list of VA municipalities + towns
- detailed outline for audit planning (w/ specific dates)
- team had long work history w/ firm
- + (no exceptions to RFP)
- extensive experience in working w/ VA municipalities

Rater: Anthony P. Dwyer
Anthony P. Dwyer

Date: 2/18/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Elliott Davis

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>25</u>
2. Experience and professional qualifications of the audit team.	30	<u>25</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>21</u>
4. References from state and local government audit clients	10	<u>4</u>
TOTAL	100	<u>75</u>

Comments:

more detailed audit work plan (w/ estimated hours)
references were in SC/VA
did not show experience in working w/ VA municipalities
 * (no exceptions to RFP)

Rater: Anthony P. D. [Signature]
 Anthony P. D. [Signature]

Date: 3/18/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: CliftonLAIsonAllen LLP

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>28</u>
2. Experience and professional qualifications of the audit team.	30	<u>25</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>5</u>
TOTAL	100	<u>78</u>

Comments:

reasonable time estimates
not too many VA clients overall; client references mostly recent experience
thought their experience shown was too broad for Suffolk's audit
 liked the chart that showed potential impact on the city (recently funding B&S2)
 → (no exceptions to RFP)

Rater: Anthony P. Duggan
 Anthony P. Duggan

Date: 3/18/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: CB + H

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team.	30	<u>27</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>04</u>
TOTAL	100	<u>81</u>

Comments:

references given are mostly for Rob Churchman (prior to joining CBH)
solid background of experience in working w/ state & local governments
had exceptions to RFD

Rater: Anthony P. Digg
 Anthony P. Digg

Date: 3/18/13

Sealed



CITY OF SUFFOLK

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

Purchasing Division

REQUEST FOR PROPOSALS # 2013-00077-IC Financial & Compliance Audit Services

NON-DISCLOSURE STATEMENT

STATEMENT OF UNDERSTANDING

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- A. I certify that I am not a paid officer or director of any firm which is expected to respond to this Request for Proposals (**RFP**). Similarly, no member of my immediate family is a paid officer or director of any firm which is expected to respond to this **RFP**.
- B. I certify that neither I, nor any member of my immediate family, do not directly owe money to any employee or officer of any firm which is expected to respond to this **RFP**.
- C. I certify that I do not have any funds invested in any firm which is expected to respond this **RFP**. Similarly, neither I nor any member of my immediate family own or control an interest in any firm which is expected to respond to this **RFP**.
- D. I certify that I nor any member of my immediate family, received lodging, entertainment, transportation, money or anything else of value offered by an employee or officer of any firm which is expected to respond to this **RFP**. (This includes tickets to sporting events or shows, meals or lodging, gifts, etc.). During and after the procurement process, I will not accept any of the forgoing from any employee or officer of any firm which is expected to respond or did responded to the **RFP**.

NOTE: Exceptions to D. must be approved by the Department Director initiating the procurement action. Such approval could include acceptance of a meal which is widely offered to many individuals inside and outside the agency (i.e. provided on-site when a break in the proceedings is not practicable.)


NON DISCLOSURE STATEMENT
Page 2 of 2

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NOTE: If at any time during the evaluation/selection process, I find that I, or any member of my immediate family, have a personal interest in any firm responding to this RFP, I will promptly notify the chairperson of this conflict and voluntarily remove myself from this evaluation/selection process.

F. During the course of this procurement, I understand that **all** communication with firms regarding this **RFP** must be handled by the Purchasing Department. I agree not to contact firms responding to this **RFP**, and if any of these firms attempt to contact me directly, I agree to refer the firm to the chairperson. I also agree that the information acquired through this evaluation/selection process will not be divulged to anyone outside the panel until after award of the contract resulting from this process.

I further agree to abide by all the policies/procedures contained in this document relative to this procurement as well as any other instructions and directions issued by Purchasing Agent.



Signature

Tealen Hansen

Name/Title (Printed)
(Printed)

3/12/13

Date

Department of Finance

City Department/Agency or Private Company/Employer

This statement shall be made part of the official records of the above-cited solicitation.

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Elliott Davis

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team.	30	<u>25</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>7</u>
TOTAL	100	<u>82</u>

Comments: Overall, well done proposal.

No references within Virginia, no clients listed in VA. (Concerned about familiarity with VA Code & APA requirements)
- Stmt in letter about disinterest - to expand business in VA
- Interim testing in June

Rater: Teal Hansen

Date: 3/12/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Clifton Larson Allen LLP

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>32</u>
2. Experience and professional qualifications of the audit team.	30	<u>30</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>25</u>
4. References from state and local government audit clients	10	<u>10</u>
TOTAL	100	<u>97</u>

Comments:

well done proposal, experienced with cities & counties in VA - not a lot w/ VA, but a couple of large governments.

Rater: Tealyn Hansen

Date: 3/13/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Cherry Bekaert LLP

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>35</u>
2. Experience and professional qualifications of the audit team.	30	<u>30</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>25</u>
4. References from state and local government audit clients	10	<u>10</u>
 TOTAL	 100	 <u>100</u>

Comments:

Very well done proposal.
Comprehensive
experienced, in VA & others.

Rater: Teal Hensen

Date: 3/14/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Robinson Farmer Cove Associates

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team.	30	<u>20</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>10</u>
TOTAL	100	<u>75</u>

Comments:

* Prior history with the City
* Smaller staff

Rater: Tealen Hansen

Date: 3/14/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: KPMG

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>35</u>
2. Experience and professional qualifications of the audit team.	30	<u>30</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>25</u>
4. References from state and local government audit clients	10	<u>10</u>
TOTAL	100	<u>100</u>

Comments:

* Well Done
* Competent Team

Rater: Tealen Hansen

Date: 3/14/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: KPMG

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>34</u>
2. Experience and professional qualifications of the audit team.	30	<u>29</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>25</u>
4. References from state and local government audit clients	10	<u>10</u>
TOTAL	100	<u>98</u>

Comments:

I have worked with KPMG in two previous school divisions. They are very professional and friendly with audit services.

Rater: Wendy Form

Date: 3-14-13

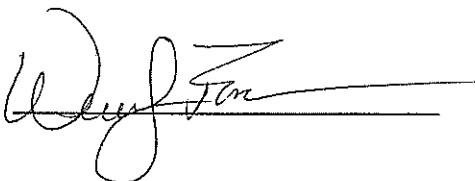
**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Cherry Bekrest

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>32</u>
2. Experience and professional qualifications of the audit team.	30	<u>28</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>23</u>
4. References from state and local government audit clients	10	<u>8</u>
TOTAL	100	<u>91</u>

Comments:

Solid medium sized firm with staff who are experienced and local.

Rater: 

Date: 3-15-13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Cherry Bekaert

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>32</u>
2. Experience and professional qualifications of the audit team.	30	<u>27</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>24</u>
4. References from state and local government audit clients	10	<u>7</u>
TOTAL	100	<u>90</u>

Comments:

7 offices in VA.
Regional experience
Have worked with CB in the past.

Rater: Hilke W Harman Date: 3/22/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Robinson Farmer Cox

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team.	30	<u>24</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>23</u>
4. References from state and local government audit clients	10	<u>8</u>
TOTAL	100	<u>85</u>

Comments:

Great Exp. in Va; Knowledgeable staff, reasonable
timelines, small enough firm to keep costs
down

Rater: W. J. Fox

Date: 3-15-13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Robinson Farmer Cox

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>30</u>
2. Experience and professional qualifications of the audit team.	30	<u>27</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>23</u>
4. References from state and local government audit clients (excessive # w/ 6/30 year-end)	10	<u>7</u>
TOTAL	100	<u>87</u>

Comments:

Charlottesville office. 5 offices in VA
of 6/30 clients - Met experience @ RFC only

Rater: Hill Farmer Date: 3/22/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Clifton Larson Allen

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>28</u>
2. Experience and professional qualifications of the audit team.	30	<u>25</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>5</u>
TOTAL	100	<u>78</u>

Comments:

There are not many Virginia Dependent Schools on the list of clients. Va is highly unique in its treatment of dependent units in school boards.

Rater: Winfon

Date: 3-14-13

EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES

FIRM: Chilton Larson Allen

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>29</u>
2. Experience and professional qualifications of the audit team.	30	<u>26</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>10</u>
4. References from state and local government audit clients	10	<u>5</u>
TOTAL	100	<u>70</u>

Comments: (Arlington)
Gov't Specialists, 2 offices in VA, Timelines -
not realistic, VA references

Rater: Hilda Harmon Date: 3/22/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Elliott Davis

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>21</u>
2. Experience and professional qualifications of the audit team.	30	<u>17</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>20</u>
4. References from state and local government audit clients	10	<u>4</u>
TOTAL	100	<u>62</u>

Comments:

Richmond office; SC References; Experience of team
Size of locality

Rater: Mike Harmon

Date: 3/25/13

**EVALUATION MATRIX
FINANCIAL AND COMPLIANCE AUDIT SERVICES**

FIRM: Elliott Davis

	MAXIMUM POINT	SCORE
1. Proven record of expertise and independence in the auditing of state and local governments	35	<u>20</u>
2. Experience and professional qualifications of the audit team.	30	<u>20</u>
3. Reasonableness of time estimates allocated to the Audit Plan	25	<u>17</u>
4. References from state and local government audit clients	10	<u>4</u>
TOTAL	100	<u>61</u>

Comments:

Newellia, not much experience in Virginia.
Everyone from SC and several with less than
10yrs Gov't experience

Rater: Wayne Fox

Date: 3-14-13



CITY OF SUFFOLK

P.O. Box 1858, Suffolk, VA 23439-1858; T (757)514-7520; Fax (757)514-7524

Purchasing Division

MEMORANDUM

TO: Lenora Reid, Comptroller
Tony Diggs, Accounting Manager
Wendy Forsman –Suffolk Public Schools – Finance Director
Tealen Hanson, Compliance Manager

FROM: ✓ Ivy Crawford, Buyer I

RE: **Financial and Compliance Audit Services**

DATE: March 11, 2013

As of 5:00 p.m. March 8, 2013, in response to the City's Request for Proposals for Financial and Compliance Audit Services, responses were received from the following firms:

Cherry Bekaert LLP
CliftonLarsonAllen LLP
Elliott Davis, LLC
KPMG LLP
Robinson, Farmer, Cox Associates

Virginia Beach, VA
Arlington, VA
Richmond, VA
Norfolk, VA
Charlottesville, VA

The attached score sheets should be completed and returned to me no later than **March 22** with your comments. Please contact me at 514-4015 with any questions you may have.

Evaluation Committee; Evaluation and Selection Process

Introduction:

Evaluation is probably the most critical phase in any Request for Proposal (RFP) process. If the evaluation are not conducted appropriately, the Purchasing Agent and other officials of the City may face many problems ranging from possible protests to unsatisfactory performance.

The public procurement process must seek transparency; therefore it is very important that the committee fairly weigh the evaluation factors/criteria that are described in the RFP.

Keep in mind that when using the RFP method of procurement, the contract is not awarded purely on price received from the lowest responsive and responsible offeror, but to the responsive and responsible vendor making the best offer as determined by the evaluative criteria included in the RFP, such as experience, staff, qualifications, prior history with the jurisdiction, etc.

Evaluation Committee:

The committee should be comprised of broad-based representation that merges a variety of separate disciplinary skills needed to perform this type of proposal evaluation. The committee is a team and must be treated as such. Committees should include one or more representatives from the end-user, the procurement department and from other functions such as legal or other areas of expertise.

The committee should include members from all functional areas in the jurisdiction in order to utilize the best-qualified individuals. Not only should they be technically qualified, they also should be free of bias or conflict of interest.

The number of voting members need not be limited; however, the more members, the more difficult it becomes to manage the group. **The number of voting members should always be an odd number to avoid the possibility of a tie vote.**

If the Purchasing Agent chooses to include members from other jurisdictions, governmental agencies, consultants, these others need not be voting or actual Committee members.

Evaluation:

The committee should measure how well an offeror's approach meets the needs of the RFP's performance requirements included in the evaluative criteria contained in the RFP. **Only those factors established in the RFP can be considered in the evaluation of competing offers.** The scoring system must be **impartially** applied to each proposal.