

Solicitation #1802-E-Filing Audit

REQUEST FOR PROPOSAL FOR AUDITING SERVICES FOR THE FLORIDA COURTS E-FILING AUTHORITY

FACC Services Group, LLC d/b/a CiviTek (the "Administrator"), on behalf of the Florida Courts E-Filing Authority (the "Authority"), is seeking a nationally or regionally recognized independent accounting firm to provide auditing services to the Authority, which includes a Financial Statement Audit and a separate Systems and Organizational Controls Audit (SSAE-16 or SSAE-18 as applicable).

Qualified accounting firms are invited to submit proposals to provide auditing services for the Authority. Written proposals must be received electronically by 5:00 PM EST on Wednesday, August 15, 2018. Proposals received after this date will not receive further consideration.

Description of the Authority

The Authority governs the Florida Courts E-Filing Portal (the "Portal"), found at www.myflcourtagency.com. The Portal operates under the rules and standards set by the Florida Supreme Court, in consultation with the Florida Courts Technology Commission.

The Board of Directors of the Authority consists of eight Circuit Court Clerks and the Clerk of the Supreme Court. Each Clerk, other than the Chair and the Clerk of the Supreme Court is elected to represent a district of Clerks, based on county population.

Description of Required Services

Two separate audits are being requested.

The selected firm will be required to conduct an audit of the Authority's annual financial statements and investment schedules in accordance with generally accepted auditing standards and the standards for financial and compliance audits contained in Government Auditing Standards issued by the U.S. General Accounting Office. The firm will be required to provide a PDF copy of the final audit report and one hard copy to the Board of Directors. The firm shall be required to present in-person the audit findings at the Board of Directors meeting following the completion of the audit. (The Firm may be able to present by phone after the first year). The audit shall express an opinion on the financial statements as to fairness, in all material respects, of their presentation in conformity with generally accepted accounting principles. If during the course of the audit it is observed that any opportunities for economies in or improved controls over the Authority's current operations are available, such information shall be communicated to the Administrator in writing.

The selected firm will also be required to conduct a separate audit for Statement of Standards for Attestation Engagements (SSAE) No. 16 or No. 18 audit (as applicable in the future) of the Portal used for processing user entities' transactions, and the suitability of the design and operating effectiveness of controls to achieve the related control objectives. This audit will be performed in accordance with generally accepted accounting and auditing standards as determined by the American Institute of Certified Public Accountants in Statements on Auditing Standards, including

Statements on Standards for Attestation Engagement SSAE 16. The firm will be required to provide a PDF copy of the final audit report.

Both audits shall be performed based on the Authority's fiscal year cycle of July 1 through June 30, with the first audit beginning for the fiscal year ending June 30, 2018.

The contract term shall be for three years with options for two (2) one year renewals and includes a 90 day termination clause by either party. Exercise of the renewal options shall be at the discretion of the Board of Directors.

Assistance to Be Provided To The Auditor And Report Responsibility

The Authority's administrative officer and staff will be available during the audit to assist the firm by providing information, documentation, and explanations. If requested, the Administrator will provide the auditor with use of a conference room, access to telephones, and photocopying facilities.

Report preparation, editing and printing shall be the responsibility of the auditor.

Compensation

Compensation for auditing services will be paid annually upon completion of each separate audit or in no more than two (2) installments.

Schedule

It is the intent of the Authority to select and appoint an auditor by August 31, 2018. Please note that unless otherwise designated, all meetings shall take place at the offices of the Administrator in Tallahassee.

July 19, 2018	RFP posted
July 27, 2018	Question submissions due to Administrator by 5:00 PM
August 1, 2018	Answers posted to website
August 15, 2018	RFP submissions due to Administrator by 5:00 PM
TBD	Meeting of Audit Evaluation Committee
TBD	Board of Directors Meeting- recommendations to Board
TBD	Selection of Firm; response to all submitting firms
September/October, 2018	Begin audit for 2017-18 Fiscal Year

Bidder Response Form

Firms submitting proposals shall respond completely to the questions listed on the Bidder Response Form. All proposals shall be submitted electronically to Michelle Seitzmeir at mseitzmeir@flclerks.com by 5:00 PM EST on Wednesday, August 15, 2018.

Evaluation procedure and Criteria

Proposals submitted in response to this request will be reviewed in light of the major evaluation criteria set forth on the attached Bidder Response Form, which are not in order of importance. Proposals deemed to be fully responsive to this RFP will be evaluated in the selection process.

The Authority reserves the right to reject any and all proposals and to waive any failure to comply with the terms of this RFP. Selection will be made in the sole and absolute discretion of the Authority.

Questions

Questions regarding this RFP or the Authority shall be made in writing and directed to Michelle Seitzmeir. Ms. Seitzmeir can be reached at mseitzmeir@flclerks.com. All questions must be received electronically by 5:00PM July 27, 2018. All questions and answers will be posted on our website: www.myflcourtaccess.com by 5:00 PM August 1, 2018.

Once the RFP is issued by the Authority, respondents are prohibited from contacting any member of the Evaluation Committee or Authority regarding the subject matter of this RFP other than the contact stated above. Doing so shall disqualify the firm/individual from further consideration.