



**City of West Park**  
**REQUEST FOR PROPOSALS**  
**RFP #25-0318: External Audit Services**

The City of West Park is requesting sealed proposals from qualified certified public accountants to audit its financial statements for fiscal years beginning September 30, 2024.

**PROPOSAL SUBMISSION**

Proposals will be received by sealed envelope in the City Clerk's Office, 1965 S. SR-7, West Park, Florida, 33023, by **2:00 P.M. on Tuesday, March 18, 2025**, at which time they will be opened and read by the City Clerk. Proposals received after this time will not be considered and no time extensions will be permitted. Please clearly mark proposals:

**"EXTERNAL AUDIT SERVICES REQUEST FOR PROPOSAL RFP #25-0318"**

Copies of this Proposal Document may be obtained by contacting DemandStar by Onvia at [www.demandstar.com](http://www.demandstar.com) or may be found on the City's web site under the link at <http://citywestpark.com/index.php/business>

**FOR INFORMATION**

For information on this Request for Proposal, contact Christopher Wallace, Finance Director, at 954-903-0712, extension 205.

**ACCEPTANCE, REJECTION and CANCELLATION**

The City of West Park reserves the right to reject any or all proposals with or without cause; to waive any or all irregularities regarding the specifications and to make the award to the firm offering the greatest advantage to the City. The City also reserves the right, in its sole and absolute discretion, to cancel this Request for Proposal at any time.

The City of West Park invites you to submit an original Proposal (clearly marked) and four (4) bound copies, (1) unbound original, and an electronic version on a USB thumb drive in response to our Request for Proposal ("RFP"). All submissions and inquiries must be addressed as outlined in the RFP. The proposals are to be submitted in a sealed envelope clearly marked "**EXTERNAL AUDIT SERVICES REQUEST FOR PROPOSAL RFP #25-0318**" bearing the name of the proposer, and the proposer's address, **no later than 2:00 P.M. local time, Tuesday, March 18, 2025**. Deliver your proposal to **City Clerk's Office, 1965 S. State Road 7, West Park, Florida 33023**.

The City's tentative schedule for this Request for Proposal is as follows:

**Opening of Proposals: March 18, 2025**  
**Proposal Evaluations: March 21, 2025**  
**Shortlisting: March 21, 2025**  
**Interviews and Ranking: April 11, 2025**  
**Commission Award: Tentatively April 16, 2025**

The pre-audit meeting between the appointed firm and the City Administrator and Finance Director will be scheduled as soon possible after the award by the City Commission. The intent is to have the presentation of the annual audit presented to Commission no later than June 18, 2025.

The City reserves the right to delay or modify scheduled dates. The City will notify proposers of all changes in scheduled dates. We look forward to your active participation in this solicitation.

# **CITY OF WEST PARK**

## **RFP #25-0318: EXTERNAL AUDIT SERVICES**

### **1.0 PURPOSE**

The City of West Park requests sealed proposals from qualified certified public accountants to audit its financial statements beginning with the September 30, 2024, fiscal year. These audits are to be performed in accordance with generally accepted auditing standards in addition to the following as revised:

- Section 11.45, Florida Statutes
- Regulations of State Department of Banking and Finance
- Rules of the Auditor General (Chapter 10.550, Local Government Entity Audits)
- Audit and Accounting Guide – Audits of State and Local Governmental Units (“The AICPA Guide”)
- Single Audit Act of 1984 and subsequent versions
- Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, published by the Comptroller General of the United States (“Yellow Book”)
- Circular No. A-133, Executive Office of the President, Office of Management and Budget, Washington D.C.
- Florida Single Audit Act (Florida Statutes 215.97)
- Any other applicable Federal, State, or professional requirements and guidance.

The City is interested in entering a contract with the successful firm and reserves the right to exercise the mutual option to renew annually.

### **2.0 BACKGROUND**

The City of West Park was incorporated in March 2005. The City has approximately 15,000 residents. The City of West Park is bounded on the north by Pembroke Road, on the south by Countyline Road, on the west by State Route 7/441 and on the east by SW 32nd Avenue. The City’s fiscal year begins October 1st and ends on September 30th.

The City of West Park provides primarily through services through the normal range of governmental services including parks and recreation, road maintenance, planning & zoning, code enforcement. Police, Fire and Rescue services are currently provided by the Broward Sheriff’s Office. Building and finance department services are provided through contract. The City has six funds, the General Fund, a special revenue fund for stormwater, a dependent special district special revenue fund for water control, a special revenue fund for Law Enforcement Forfeitures, and two capital projects fund.

Description of the City’s Finance Operation: The City contracts its Finance Department operation with Munitytics. The City uses Microsoft Dynamics GP 2016 for its General Ledger and Accounts Payable systems and contracts with ADP for its payroll operations.

### **3.0 SCOPE OF WORK TO BE PERFORMED**

The City of West Park desires the auditor to express an opinion on the fair presentation of its comprehensive annual financial report or basic financial statements in conformity with the audit standards as outlined above in Section 1.0 “Purpose”. The City may or may not have a single audit in any particular year. The City requires a separate report for its Transportation Surtax operations.

### **4.0 AUDITING STANDARDS TO BE FOLLOWED**

To meet the requirements of this RFP, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the Government Accounting Standards Board, and the Auditor General of the State of Florida.

### **5.0 REPORTS TO BE ISSUED**

Following the completion of the audit of the fiscal year’s financial statements, the auditor shall and issue:

1. All required reports for the fair presentation of the financial statements (including either basic financial statements or an Annual Comprehensive Financial Report, as required by the City) in conformity with generally

accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards and schedule of state financial assistance and related reports to the financial statements.

2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance and internal control over compliance applicable to each major federal program.
4. In the required reports on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.
5. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report(s) on compliance and internal controls.
6. The reports on compliance and internal controls shall include all instances of noncompliance.
7. Irregularities and illegal acts. Auditors shall be required to make an immediate written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator and the City Commission.
8. A separate report required of its Transportation Surtax activities.

## **6.0 SPECIAL CONSIDERATIONS**

The City of West Park will likely submit its annual comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting system for FY2024 and beyond. It is anticipated that the auditor will be required to help the City of West Park to meet the requirements of that program. The schedule of federal and state financial assistance and related auditor's report, as well as the reports on compliance and internal controls are to be issued as part of the comprehensive annual financial report.

## **7.0 WORKING PAPER RETENTION AND ACCESS**

All working papers and reports must be retained, at the auditor's expense, for a minimum of three years after the completion date of the audit, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make their working papers available, upon request, to the following parties or their designees:

- City of West Park
- U.S. Department of Housing and Urban Development
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of West Park as part of an audit quality review process
- Auditors of entities of which the City of West Park is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

## **8.0 RESPONSIBILITIES OF THE CITY**

The finance department and responsible management personnel will be available during the audit process to assist the firm by providing information, documentation and explanations. In addition, the following will also be performed:

- Preparation of the confirmations, trial balances, and lead schedules.
- Assistance in providing paid invoices, cancelled checks and other supporting documentation as requested by the firm.
- Year-end closing of the books of account and preparation of necessary adjusting journal entries.
- Preparation of schedules and related materials as requested.
- Reasonable workspace, desks, chairs and online access to the City's information system. City will also provide access to telephone, copying and facsimile machines.
- Preparation of the annual local government financial report submitted to the Florida Department of Banking and Finance

## **9.0 PROPOSAL DUE DATE**

Sealed proposals shall include one original (clearly marked) and four (4) complete bound copies and an electronic version on a USB drive, with all appropriate attachments to be received at City Clerk's Office up until 2:00 p.m., local time, Tuesday, March 18, 2025.

Proposals should be addressed as follows for delivery:

"EXTERNAL AUDIT SERVICES REQUEST FOR PROPOSAL RFP 25-0207" bearing the name of the proposer no later than 2:00 P.M. local time, Tuesday, March 18, 2025.

## **10.0 SUBMISSION OF PROPOSAL**

All proposals submitted should be arranged in a manner such as follows:

### **A. Title Page**

Information should include the subject of the RFP, the firm's name, the name of a contact person along with an address and phone number, and the date of the proposal.

### **B. Table of Contents**

### **C. Transmittal Letter**

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, a statement of why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer to provide the services. The letter should also include a declaration of the ability and willingness to commit and maintain staffing, both number and level, to successfully conclude the audit examination in the time frames specified in this request for proposals.

### **D. Detailed Proposal**

1. 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 City of West Park, Florida in conformity with the requirements of the request for qualifications. 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 staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which will be addressed during contract negotiations). 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. While additional data may be included, the items listed in 2-10 below are the primary criteria against which the proposals will be evaluated.

### **E. Independence**

Provide an affirmative statement that it is independent of the City of West Park government and its component units as defined by generally accepted auditing standards and the U.S. General Accounting Office's "Government Auditing Standards."

State that your company/firm has no personal interest, direct or indirect, in the fiscal affairs of the City government or any of its officers.

List and describe the firm's or proposed subcontractor's professional relationships involving the City of West Park, Florida, for the past three (3) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit, if applicable.

### **F. 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.

### **G. Firm Qualifications and Experience**

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 this engagement is to be performed, the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. List other sites that may provide specialized services and the range of service that may be obtained from each site. If the proposer is a joint venture or consortium, or if you contemplate using personnel who are not employees, owners, officers, or directors of your firm or company, the qualifications of each firm or person comprising the joint venture or consortium or sub-contractor should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable. Adequate professional continuing training for the last two years should be stated.

Submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

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 three (3) years with state regulatory bodies or professional organizations.

A statement of the arrangements the accounting firm has made regarding a liaison with or access to government agencies, (e.g., State Chief Finance Officer, Office, Attorney General's Office and Auditor General's Office in Tallahassee and other agencies as may be required) for the purpose of obtaining prompt responses to inquiries arising from technical or procedural questions developed during or as a result of the audit examination.

#### H. Partner, Supervisory and Staff Qualifications

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 also should provide information on the government auditing experience of each person.

Provide as much information as possible regarding the number, qualifications, experience and training, including 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 would 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. These personnel may also be changed for other reasons with the express prior written permission of the City of West Park. However, in either case, the City of West Park retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposals can only be changed with the express prior written permission of the City of West Park, Florida, which 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.

#### I. Prior and Current Engagements.

List separately all engagements within the last five years, ranked based on total staff hours, by type of engagement (i.e., audit, management advisory services, other). For each engagement, the firm should indicate the scope of work, date, engagement partners, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

#### J. Specific Audit Approach

Set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section III of this request for proposals. In developing the work plan, reference should be made to such sources of information as the City of West Park, Florida budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Provide the following information on the audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample sizes and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of EDP software in the engagement.

- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work
- g. Approach to be taken to gain and document an understanding of City of West Park's internal control structure.
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance
- i. Approach to be taken in reviewing and auditing EDP systems

**K. Identification of Anticipated Potential Audit Problems**

Identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from City of West Park, Florida.

**L. Appendix A**

Include signed copies of "Proposer Warranties" Appendix A

**M. Statement Affirming Deadlines To Audit Delivery.**

Include a statement that you will complete the audit and deliver the financial statements to the City by June 18, 2024, and by the 2<sup>nd</sup> Wednesday of March each year thereafter.

**N. Cost**

Proposed cost of audit services for each of the initial 5 years engaged, together with hourly rates for each type of employee or sub-contractor to be used on the engagement, additional annual cost for single audit work and any other costs that are in addition to the audit fees, including printing and binding of the financial statements, if applicable.

**O. Insurance Requirements**

Proposers must submit with their proposal, proof of insurance meeting or exceeding the following requirements:

- Workers' Compensation Insurance with waived subrogation
- General Liability Insurance - \$2,000,000 per occurrence
- Professional Liability Insurance – 1) \$2,000,000 per occurrence, \$2,000,000 aggregate or dedicated project limits with a deductible (if applicable) not to exceed \$25,000.00 per claim
- Automobile Liability Insurance - \$500,000 per occurrence, \$500,000 per accident for bodily injury and \$500,000 per accident for property damage.

The successful proposer(s) must submit, prior to signing of contract, a Certificate of Insurance naming the City of West Park and its Officers and Employees as additional insured for General Liability and Automobile certificates.

**11. Incurred Expenses**

The City is not responsible for any expenses which proposers may incur preparing and submitting proposals called for in the Request for Proposal.

**12. Interviews**

The City reserves the right to conduct personal interviews or require presentations on all proposers prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.). Interviews may be in person or virtually.

**13. Proposal Acknowledge**

By submitting a proposal, the proposer certifies that the proposer has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed.

**14. Request for Additional Information**

The proposer shall furnish such additional information as the City of West Park may reasonably require. This includes information that indicates financial resources as well as ability to provide the system and/or services. The City reserves

the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to, a background investigation conducted by the Broward Sheriff's Office.

### **15. Acceptance/Rejection/Modification to Proposals**

The City reserves the right to reject any and all proposals, and to waive minor irregularities in the procedure and agree to minor modifications during the agreement preparation process.

### **16. Proposals Binding**

All proposals submitted shall be binding for ninety (90) calendar days following opening.

### **17. Proposal Withdrawal**

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the scheduled opening. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and provide receipt for the proposal. Proposals, once opened, become the property of the City and will not be returned to the Proposers.

### **18. Proposal Disclosure**

Upon opening, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke in writing the exemptions to disclosure provided by law in the response to the RFP by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

### **19. CONDITIONS OF PROPOSALS**

Late Proposals – Proposals received by the City after time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of proposals.

Completeness – All information required by this RFP must be supplied to constitute an acceptable proposal.

Public Opening – All proposals will be publicly opened at the time and place specified. Proposals may be reviewed by any person ten (10) days after the opening or recommendation of award whichever occurs sooner

Award Presentation – The City Administrator will present to City Commission for acceptance and final award, one or more of the proposals, or reject all proposals, within ninety (90) calendar days from the date of opening of proposals.

### **20. TERMS AND CONDITIONS OF CONTRACT**

The contract to be entered into with the successful proposer(s) will include, but not be limited to, the following terms and conditions:

1. The proposer shall agree to indemnify and hold harmless and pay on behalf of the City, for any liability and/or legal costs arising out of any claims and litigation related to the services provided, including any actions that may arise from allegations regarding determination of appropriateness or inappropriateness of care, or any acts, errors or omissions related to the service provided.
2. The contract shall be a five-year contract beginning after City Commission award and may be extended upon mutual agreement of both parties.
3. The content of this RFP and all provisions of the successful proposer deemed pertinent by the City may be incorporated into a contract and become legally binding.
4. If the auditor fails to properly perform the conditions of the contract, in the sole opinion of the City, the City will communicate to the auditor in writing the problem(s) that exist. The auditor will have up to ten (10) calendar days to rectify the problem(s). If the same or other problems persist or recur the City may immediately cancel the contract by advising the firm in writing.
5. The City shall have the option of terminating the contract by giving the consultant fifteen (15) days written notice.
6. Termination or cancellation of the contract will not relieve the auditor of any obligations for any deliverables entered into prior to the termination of the contract (i.e. reports, statements of accounts, etc., required and not received).
7. Termination or cancellation of the contract will not relieve the auditor of any obligations or liabilities resulting from any acts committed by the auditor prior to the termination of the contract.

### **21. TERMINATION OF AGREEMENT**

If the proposer fails to perform the conditions of the agreement as specified and as interpreted by the Administrator, the Administrator shall provide written notice of such violation.

The City reserves the right to terminate the agreement, with or without cause, with a 15-day calendar written notice, unless otherwise provided in the contract.

Termination and cancellation of any agreement will not relieve the proposer for work that was to be completed prior to the termination or cancellation of the agreement.

If the agreement is terminated for cause, proposer will be removed from the City's vendor list.

The City Commission shall have the right to terminate the agreement in the event the Proposer files any petition or proceeding for bankruptcy relief or is adjudicated to be bankrupt or insolvent or fails to pay just debts as they ordinarily become due. The proposer may not terminate this agreement unless otherwise provided in the contract.

## 22. REFERENCES

Please provide a list of at least five (5) engagements of annual audits of municipalities within the last five years, ranked based on total staff hours. Indicate the scope of work, date, engagement partners, total hours, location of the firm's office from which the engagement was performed, and include the following:

Name  
Address  
Contact  
Telephone, Facsimile Number & e-mail address  
Date of Contract

Indicate at least three clients with whom the City may speak with during the evaluation phase. It is the responsibility of the proposer to ascertain that the contact person will be responsive.

## 23. PROCEDURE FOR REVIEW

An Audit Committee has been established to review and evaluate all proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals based on the information provided and other evaluation criteria as set forth in this RFP. You may not contact a Committee member or anyone other than those named as contacts for additional information in this RFP. Disqualification will result from any ex parte communication.

The Committee will first review each proposal for compliance with the audit approach, technical qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal. It is expected that the City will interview the proposers, but the City reserves the right to forego interviews of proposers. The City reserves the right to reject any and all proposals and to waive minor irregularities in the proposal. The City further reserves the right to seek new proposals when it is in the best interest of the City to do so.

**PRICING.** Your RFP must contain a fixed fee for each of the first five years of the engagement. Each of the first five years must also include the cost for any Single Audit work that may be required for each of those years. You must also include a schedule of fees for each billing type (Partner, Manager, Senior, etc.) The schedules of Professional Fees and Expenses are required for submittal with the RFP. Cost/fee information will be used in the scoring and ranking of the RFP by the evaluation committee and will not be the predominant criteria for award. However, audit cost will be a consideration.

## 24. EVALUATION OF PROPOSALS

Award shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth below. Mandatory Requirements will be use in determining whether a proposer is responsive to the RFP but will not be used as an evaluation criterion:

- The audit firm is independent and licensed to practice in the State of Florida.
- The firm has no conflict of interest regarding any other work performed by the firm for the City.
- The firm adheres to the instructions in the RFP on preparing and submitting the proposal.
- The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

### Technical Qualifications:

Firm's experience and performance on comparable government engagements (Max. 30 points)

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 (Max. 25 points)

Firm's ability to plan the engagement, efficiently utilize computer automation, comply with all federal and state reporting requirements, ability to comply with time restraints (Max. 5 points)

**Audit Approach:**

Adequacy of audit approach and identification of potential problems (Max. 5 points) Adequacy of sampling techniques and analytical procedures (Max. 5 points)

**Fees and Expenses:**

Firm's fees and expenses during the audit engagement (Max 30 points).

**Local Preferences:**

The City's Code of Ordinances provides for additional points for local vendors: "Local *preference*. If, following the completion of final rankings (technical and price combined, if applicable) by the selection committee, a non-local business is the highest ranked proposer, and the ranking of a local proposer is within five points of the ranking obtained by the non-local proposer, then the highest ranked local proposer shall have the opportunity to proceed to negotiations with the city. If a tie occurs between two or more local businesses, then the city administrator or designee shall determine which local proposer shall have the opportunity to proceed to negotiations with the City:

*Preference for disadvantaged businesses.* Except where federal, state or county law mandates to the contrary, as otherwise provided herein or at the discretion of the city administrator, if following the completion of final rankings (technical and price combined, if applicable) by the selection committee, a non-disadvantaged business is the highest ranked proposer, and the ranking of a disadvantaged proposer or disadvantaged proposers is within five points of the ranking obtained by the non-disadvantaged proposer, the highest ranked disadvantaged proposer shall have the opportunity to proceed to negotiations with the City.

**25. ADDITIONAL INFORMATION/CLARIFICATIONS**

Information provided by the City is to facilitate proposals. Effort was made to provide necessary and accurate information when this request was prepared, but the City is not to be penalized for any lack of completeness. Accuracy of this data is not guaranteed. It is the sole responsibility of proposers to assure that they have all information necessary for submission of their proposals. Any questions relative to interpretation of specifications, or, if more information is needed, contact the Finance Director, in writing on or before Monday, March 17, 2025, by e-mail to: [chrisw@munilytics.biz](mailto:chrisw@munilytics.biz) or by phone at 954-903-0712 x205

**26. PROHIBITION OF INTEREST**

No contract will be awarded to a proposing firm who has City elected officials, officers, or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Charter relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the bidder and may result in removal from the vendor bid list(s).

**27. DISQUALIFICATION FOR COMMUNICATIONS WITH PROHIBITED INDIVIDUALS**

Firms or individuals will be disqualified from the selection process if they have communications, directly or indirectly, with the City's elected officials or persons other than the Finance Director that relate to this Request For Proposal.