



December 10, 2020

Dr. Karen Barber
Superintendent of Schools
6032 Highway 90
Milton, Florida 32570

Dear Dr. Barber,

The selection committee for RFP 20-14 Internal Funds Auditing Services ranked the proposals by Carr, Riggs & Ingram, LLC as the top company to be awarded. Approval is recommended.

The RFP 20-14 documents and information can be reviewed at this link:

[RFP Documents](#)

The selection committee consisted of the following:

Lynn Green, Accounting Analyst
Katherine Jones, Bookkeeper for Federal Programs
Cathy Lowery, Internal Funds Bookkeeper for Berryhill Elem.
Brenda Musca, Accountant
Pam Smith, Coordinator of Risk Management

Sincerely,

Judson C. Crane

JCC/bdg

Att: 1

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

RFP: RFP 20-14

RFP Name: Internal Funds Auditing Services

RFP Intended Award Date: 12/03/2020

RFP Award Date: 12/10/2020

Contract Start Date:12/11/2020

Contract End Date: 12/10/2025

Company:

Carr, Riggs & Ingram, LLC
Cynthia Locke
500 Grand Blvd #200
Miramar Beach, Florida 32550

Warren Averett
Emily Glowacki
316 South Baylen St Suite 300
Pensacola, Florida 32502

Items

1 - Option 1 The Auditor will make at least one "spot audit" visit to each school prior to April 30th of each year. The purpose of the "spot audit" visit is to ascertain progress toward improving compliance with Board policies, and to provide guidance to school personnel. The Auditor shall also do a complete year-end audit of all thirty-three (33) schools for each fiscal year

\$58,500.00

\$65,000.00

2 - Option 2 The Auditor shall do a complete year-end audit of all thirty-three (33) schools (no spot audits) for each fiscal year.

\$52,500.00

\$55,000.00

3 - Option 3 The Auditor shall audit cash balances of all schools with site visits to high schools and schools with significant findings for the past two (2) years and five (5) additional schools at the Auditor's/District's discretion (no spot audits).

\$42,000.00

\$30,000.00

4 - Option 4 The Auditor shall audit cash balances of all schools with site visits to high schools and schools with significant findings for the past two (2) years and five (5) additional schools at the Auditor's/District's discretion. Includes one (1)"spot audit" visit to each school prior to March 31st of each year.

\$48,000.00

\$42,500.00

"Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes."