

**REQUEST FOR PROPOSAL
FOR AUDIT SERVICES FOR THE FLORIDA COURTS E-FILING
AUTHORITY**

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-18.

Qualified accounting firms are invited to submit proposals to provide auditing services for the Authority. Written proposals will be received electronically until 5:00 PM EST on Friday, March 31, 2023. Proposals received after this date will not receive further consideration.

Description of the Authority

The Authority governs the Florida Courts E-Filing Portal ("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. The Authority is staffed by FACC Services Group, LLC d/b/a Civitek ("Administrator").

Description of Required Services

Two separate audits are being requested.

The firm retained will be required to conduct an audit of the Authority's annual financial statements with a report on internal control over financial reporting and compliance 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 hard copies upon request to the Board of Directors. The firm shall be required to present the audit findings at the Board of Directors meeting following the completion of the audit. 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 audit it is observed that any opportunities for economies in or improved controls over the Authority's current operations exist, it should be communicated to the Administrator in writing.

The firm retained will also be required to conduct a separate audit for Statement of Standards for Attestation Engagements (SSAE) No. 18 SOC 1 Type 2 audit 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 18. The firm will be required to provide a PDF copy of the final audit report.

Both audits are to 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, 2023.

Engagement of the Auditor by the Authority is for three (3) 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 Authority.

Assistance to Be Provided To The Auditor And Report Responsibility

The Administrator will be available during the audit to assist the firm by providing information, documentation, and explanations. If requested, Administrator will provide the auditor with use of on-site 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 May 2023. Please note that unless otherwise designated, all meetings shall take place at the offices of the Administrator in Tallahassee.

February 17, 2023	RFP posted
March 3, 2023	Question submissions due to Administrator by 5:00 PM
March 10, 2023	Answers posted to website
March 31, 2023	RFP submissions due to Administrator by 5:00 PM
April 2023	Meeting of Audit Evaluation Committee
May 2023	Board of Directors Meeting- recommendations to Board
TBD	Selection of Firm; response to all submitting firms
September 2023	Begin audits for 2022-23 Fiscal Year

Minimum Qualifications

1. The firm must have a current clean Peer Review Report.
2. The firm must have a partner with at least ten (10) years of professional public accounting experience who will serve as the Engagement Partner. Additionally, the firm must have a second partner who meets the criteria to serve as the Quality Control Partner.
3. The firm must not have received any disciplinary action from the Florida Board of Accountancy within five (5) years of the RFP issuance date.
4. The firm must have at least one office with permanent professional staff located in Tallahassee, Florida and plan on staffing the engagement out of Tallahassee, Florida (no travel fees incurred).
5. The firm must provide a copy of certificate of insurance and maintain coverage during the period of the contract. Coverages and limits for the insurance required herein are as follows:

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- Workers' Compensation: Coverage to apply for all employees for Statutory Limits in compliance with applicable state and federal laws. The policy must include Employers' Liability with a limit of \$300,000 each accident.
- Professional Liability Insurance: Coverage of minimum one million dollars (\$1,000,000) in coverage for this project.
- Public Liability Insurance: Policy must include bodily injury and property damage, Combined Single Limits (CSL) of \$300,000 minimum.
- Comprehensive General Liability Insurance: Policies shall include, but no be limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operations and Personal Injury covering liability assumed under indemnification provisions, with limits of liability for personal injury and/or bodily injury, including, death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined single limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage.

Evaluation procedure and Criteria

Proposals will be evaluated based on the following evaluation criteria (see attached Scoring Matrix further details):

- Approach to Audit Quality (25 points)
- Team Knowledge and Experience (30 points)
- Unique Qualifications (10 points)
- Value Added Services (10 points)
- Scope and Pricing of the Engagement (25 points)

Please include the following in your proposal:

1. Information addressing each of the detailed scoring criteria in the attached Scoring Matrix.
2. Identify the location of your firm that would have primary responsibility for this potential audit engagement.
3. Disclose any pending litigation related to performance of services.
4. Provide name and brief professional qualifications, including years of experience in auditing, of partners, managers and senior staff who would be assigned to this potential engagement.
5. Identify & provide references for at least three (3) institutions of comparable nature.
6. Summarize the findings of the most recent peer review of your firm particularly as the review relates to the financial services industry on a national and local level and provide a copy of peer review report.
7. Identify the cost of each audit separately for years one (1) through five (5).

Proposals submitted in response to this request will be reviewed in light of the evaluation criteria set forth above, 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.

Proposal Submission

Firms submitting proposals shall respond by 5:00 PM EST on Friday March 31, 2023. All proposals shall be submitted electronically to Lane Williams at Lwilliams@flclerks.com.

Questions

Questions regarding this RFP or the Authority shall be made in writing and directed to Lane Williams. Ms. Williams can be reached at Lwilliams@flclerks.com. All questions must be received electronically by 5:00PM March 3, 2023. All questions and answers will be posted on our website: www.myflcourtaccess.com by 5:00 PM March 10, 2023.

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.