

GREATER BOCA RATON BEACH & PARK DISTRICT
MINUTES OF THE MEETING OF THE SPECIAL AUDIT SELECTION COMMITTEE
Boca Raton City Hall
201 W. Palmetto Park Road, Boca Raton Florida 33432
June 16, 2021, at 12:45 p.m.

2021 Special Audit Selection Committee Members present:

CRAIG F. EHRNST, Commissioner, Greater Boca Raton Beach & Park District
LINDA DAVIDSON, Financial Services Director, City of Boca Raton-
MICHAEL KALVORT, Recreation Services Director, City of Boca Raton

Also present:

JACOB HOROWITZ, District Counsel
BRIANN HARMS, Executive Director, Greater Boca Raton Beach & Park District

CHANGES TO AGENDA: No changes were made.

PUBLIC REQUESTS: No public requests were made.

REGULAR BUSINESS:

1. Draft RFP

The purpose of the meeting was to define an RFP for Professional Auditing Services for the Greater Boca Raton Beach & Park District. Mr. Horowitz provided an overview of the duties and responsibilities of the committee members under Statute 218.391.

The function of the Audit Selection Committee is to :

- Establish factors to be used for the evaluation of audit services
- Publicly announce the RFP
- Provide interested firms with the RFP
- Evaluate the RFP provided by qualified firms
- Rank and Recommend the top 3 firms based on qualifications to the Greater Boca Raton Beach & Park District Board of Commissioners

A draft RFP was presented and reviewed by the Committee. Discussion ensued regarding various revisions to the document.

Mr. Horowitz will make all discussed revisions to the RFP document prior to submitting it to the District Board of Commissioners. If there are no changes requested by the Board of Commissioners the RFP will go before the Board for approval at its meeting on Monday, June 21, 2021. If the Board requests changes to the revised document, the Audit Selection Committee will meet on Monday, June 21, 2021, prior to the District meeting to make the revisions.

Once approved, the document will come back to the Audit Selection Committee on June 22, 2021, at 8:30 a.m. to publicly announce the RFP.

Timeline of Events:

- 7/3 Deadline to Submit
- 8/2 Committee Meeting- to review, evaluate, and rank firms
- 8/9 Committee Meeting- Presentations, interviews, and recommendations for the Board
- 8/16 Present recommendations to the Board
- 9/13 Award Bid to the selected firm

MOTION was made by Linda Davidson and seconded by Michael Kalvort to approve the RFP as amended.

MOTION UNANIMOUSLY APPROVED

ADJOURNMENT:

MOTION was made by Linda Davidson and seconded by Michael Kalvort to adjourn the meeting at 2:45 p.m.

MOTION UNANIMOUSLY APPROVED



Craig F. Ehrnst
Commissioner, Greater Boca Raton Beach & Park District