



Florida Municipal Power Agency

REQUEST FOR PROPOSALS

FOR

AUDITING SERVICES

Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819-9002
(407) 355-7767 Fax (407) 355-5796

REQUEST FOR PROPOSALS

(This is not an order)

R
E
T TO: Florida Municipal Power Agency
U 8553 Commodity Circle
R Orlando, Florida 32819
N Attn: Sharon Samuels

RFP FMPA 2025-203

Date Issued: February 4, 2025

Telephone: (407) 355-7767

SEALED PROPOSALS MUST PHYSICALLY BE IN THE FLORIDA MUNICIPAL POWER AGENCY OFFICE PRIOR TO PROPOSAL OPENING AT **10:00 A.M. ON MARCH 5, 2025**, WHICH WILL BE IN THE FMPA FIRST FLOOR CONFERENCE ROOM LOCATED IN THE FMPA BUILDING AT 8553 COMMODITY CIRCLE, ORLANDO, FLORIDA 32819.

- Proposals shall be submitted on the forms provided and must be manually signed.
- Proposals shall be sealed in an envelope with the proposal number, opening date, and time clearly indicated.
- Proposals received after the opening date and time may be rejected and returned unopened.

DESCRIPTION

February 2025

**Florida Municipal Power Agency
Request for Proposals for
Auditing Services**

See attached Request for Proposals, General Conditions, Specifications, and Proposal Forms for detailed description.

It is the intent and purpose of the Florida Municipal Power Agency that this Request for Proposal promotes competitive bidding. It shall be the proposer's responsibility to advise if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Proposal to a single source. Such notification must be submitted in writing and must be received by not later than ten (10) days prior to the proposal opening date.

ADVERTISEMENT

February 2025

**FLORIDA MUNICIPAL POWER AGENCY
REQUEST FOR PROPOSALS FOR
AUDITING SERVICES**

**REQUEST FOR PROPOSALS
FMPA 2025-203**

Sealed proposals will be received by the Florida Municipal Power Agency (FMPA), 8553 Commodity Circle, Orlando, Florida 32819 until **10:00 A.M. ON MARCH 5, 2025**, when at that time Proposals will be opened publicly by a FMPA representative.

The proposal is for Auditing Services as more fully described in the Request for Proposals package.

RFP packages for this project may be obtained from FMPA at the above address, by telephone (407) 355-7767, via e-mail request to bidinfo@fmpa.com, or via Internet download at www.fmpa.com.

No proposal may be altered, withdrawn, or resubmitted after the scheduled closing time for receipt of proposals, except as otherwise permitted in the RFP package. Proposals received after the day and time stated above will not be considered.

Proposals will be accepted for Auditing Services from companies who have established, through demonstrated expertise and experience, that they are qualified to provide the services as specified.

The Florida Municipal Power Agency reserves the right to reject any and all proposals in total or in part and to waive defects in proposals.

Jacob Williams
General Manager and CEO
Florida Municipal Power Agency

FLORIDA MUNICIPAL POWER AGENCY
Request for Proposals for
Auditing Services

1. Introduction - General Description of Services Sought

Florida Municipal Power Agency, (FMPA/Owner) invites proposals for Auditing Services for Fiscal Year Ending September 30, 2025 and subsequent years.

Based on the relevant previous experience, your firm has been selected to receive this RFP and is invited to submit a proposal to supply the work described herein.

A. Purpose of RFP

Florida Municipal Power Agency (FMPA) board is requesting proposals for professional auditing services for the fiscal years ending September 30, 2025 through the fiscal year ending September 30, 2029. The board may approve one-year extensions to the services, at its discretion, for fiscal years ended 2030 and 2031.

FMPA will contract with a certified independent public accounting firm by June 2, 2025 to audit its financial statements.

B. Term of Engagement

FMPA expects to independently award a five-year contract. FMPA reserves the right to terminate at the end of each year if the vendor's performance has not been satisfactory. The selected audit firm will not be precluded from submitting a proposal for the following year's audit.

2. Overview

Upon selection of the awarded Bidder(s), FMPA will enter into an Agreement specifying terms and conditions.

The submission of a proposal implies a general acceptance on the part of the bidder of the terms of this RFP and form of agreement.

3. FMPA Description

Florida Municipal Power Agency (FMPA) is a governmental legal entity, organized and existing under (i) Section 163.01 of the Florida Statutes (the "Florida Interlocal Cooperation Act"), (ii) Chapter 361, Part II of the Florida Statutes (the "Joint Power Act"), and (iii) an interlocal agreement creating FMPA among the 33 members of FMPA (each individually a "Member" and collectively, the "Members") executed pursuant to the foregoing statutory authority (the "Interlocal Agreement"). The Members of FMPA are 33 Florida city commissions, city and town councils, utility commissions, utility authorities and a utility board. Under Florida law, FMPA has authority to undertake, and finance specified projects and, among other things, to plan, finance, acquire, construct, reconstruct, own, lease, operate, maintain, repair, improve, extend or otherwise participate jointly in those projects. FMPA has the authority to issue bonds or bond anticipation notes for the purpose of financing or refinancing the cost of these projects. The FMPA members are listed in **Appendix D**.

A. Contact Information & Organizational Chart

The principal contact with FMPA will be Danyel Sullivan-Marrero, Controller, or a designated representative, who will coordinate any assistance to be provided to the auditors. The Accounting and Finance areas have oversight by the Chief Financial Officer, Richard Popp and consists of 18 employees. It is made up of (4) departments that include Accounting, Treasury & Risk, Internal Audit and Financial Planning, Rates & Budgeting. The organizational chart is attached as **Appendix B**.

B. Background Information

- FMPA fiscal year begins on October 1st and ends on September 30th
- FMPA is a non-profit with approximate revenues of \$700 million
- FMPA uses the enterprise fund type in its financial reporting and utilizes (8) Funds
- FMPA employees approximately 110 employees and has a total payroll of \$12 million annually
- Budgets are prepared based on cash requirements and follow GASB 62- Codification of Accounting & Financial Reporting Guidance.
- Pension Plans include an ICMA – Defined Contribution 401(a) Money Purchase Plan and Deferred Compensation 457 Plan

C. Information Technology

- Accounting software – Acumatica
- Plant Maintenance Management software – Maximo
- Acumatica – Provides paperless system for accounting records
- Operating System & Data Processing – Windows 11 Pro & Microsoft 365
- Treasury Management – FIS Integrity Treasury Solutions software

4. Indemnity

After notification of award, the successful bidder shall indemnify and save harmless FMPA from and against all claims, suits, actions, damages, or causes or action arising during the terms of the resulting agreement for any personal injury, loss of life, or damage to property sustained by reason of a result of the performance of the services or delivery of goods for which the resulting agreement was entered into, or its agents, employees, invitees, and all other persons, and for and against any orders, judgements, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason the defense of any such claim, suit or action, and the investigation therefore.

Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of FMPA as set forth in Florida Statute 768.28.

The successful bidder covenants and agrees to indemnify and save harmless FMPA and to defend from all cost, expenses, damages, attorney's fees, injury or loss to which FMPA may be subjected by any person, firm, corporation, or organization by reason of any wrongdoing, misconduct, want, or need of care or skill, negligence or default or breach of contract, guaranty, or warranty, by the successful bidder(s), his employees, his agents or assigns.

5. Notice to Proposers

Sealed proposal packages will be received until **10:00 A.M. ON MARCH 5, 2025** ("Proposal Due Date") at the offices of Florida Municipal Power Agency. Each proposer is required to submit a Proposer Information Form (included in this RFP package), other forms included in this package as appropriate, and all other information necessary to allow a complete evaluation of the proposal. Registered proposers will be notified through the issue of RFP addenda of any change in the Proposal Due Date or other necessary revision to information contained in this RFP. FMPA reserves the right to reject all proposals received after the Proposal Due Date.

One (1) original hard copy (including original signatures) and one (1) electronic version (*flash drives and CDs are accepted; please do not email your submittal*) of the proposal response package should be sealed and delivered to the following address:

Ms. Sharon Samuels
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819

Clearly legible on the outside of the sealed envelope shall be "**Auditing Services, FMPA RFP 2025-203**".

6. Duration of Offer

Proposals submitted in response to this RFP are irrevocable 120 days, unless withdrawn or modified as provided in Section 13 below. This period may be extended at FMPA's request only by written agreement of the proposer. The content of this RFP and the proposal of the successful proposer will be included by reference in any resulting contract.

7. **Right of Rejection**

This RFP is not an offer establishing any contractual rights. This solicitation is solely an invitation to submit proposals.

FMPA reserves the right to:

- Reject any and all proposals received in response to this RFP;
- Waive any requirement in this RFP;
- Waive any irregularities and/or formalities, regardless of the severity
- Allow correction of errors or omissions
- Not disclose the reason for rejecting a proposal
- Not select the proposal with the lowest price
- Seek and reflect clarifications to proposals.
- Negotiate with the selected bidder in the event that the price exceeds available funds.
- If performance issues with Awarded Bidder; FMPA moves to next best evaluated bidder to complete work.
- Modify the schedule to allow for evaluation of proposals.
- Select the proposal that is in the best interest of FMPA

8. **Proposal Contents**

The submission of a proposal implies a general acceptance on the part of the bidder of the proposal requirements. The contents of the proposal of the selected firm may become contractual obligations. Failure to accept these obligations may result in cancellation of the selection.

The proposal should include a description of the firm's capabilities and experience with providing the requested services, including a description of any special qualifications which are indicative of working familiarity with similar projects.

The Proposal Requirements that must be included are referenced in **Appendix A** – Scope of Services.

9. RFP Schedule

FMPA's timetable for this RFP process is shown below. Note that the dates shown are only estimates and may be modified at any time by FMPA.

A. Proposed Timeline

Public Notice/Distribution of RFP	February 4, 2025
Intent to Bid form and Questions Deadline	February 21, 2025
Sealed Proposals Due Date	March 5, 2025
<i>Possible Oral Presentation to Finance Committee</i>	April 16, 2025
FMPA Board of Directors Review for Award Approval	May 15, 2025
<i>Award Notification (Estimated date)</i>	May 16, 2025
Engagement Letter/Agreement Execution dated no later than	June 2, 2025
FMPA to meet with Audit firm no later than	June 20, 2025
Interim audit work to begin last week of July	July 28, 2025
Year-End Fieldwork shall be completed by	November 21, 2025
Draft Reports to be available by	1st business day of December
Final Reports to be available by	End of 3rd week of December
Audit firm presentation to the FMPA B.O.D. January meeting – usually 3rd Thursday of Jan.	January 15, 2026

B. Oral Presentation

Upon request by FMPA, finalists may be selected to make an oral presentation to the finance committee.

10. Evaluation

The proposals will be evaluated by FMPA's management in accordance with the Audit Proposal Evaluation Matrix, which is included herein as **Appendix E** and the audit firm must be approved by the FMPA Board of Directors.

The proposals will be evaluated based on information provided by each proposer by the Proposal Due Date. No additional data will be considered after the Proposal Due Date, except for clarifications requested by FMPA. FMPA will evaluate the proposals in terms of cost and other quantitative and non-quantitative factors.

Selection and rejection of proposals and notification of proposers at all stages will remain entirely with FMPA's discretion. FMPA intends to notify proposers not selected under this solicitation within a reasonable amount of time.

Proposals must include sufficient information supporting pricing to permit FMPA to evaluate all proposals on an equal basis. If sufficient information supporting pricing is not provided, FMPA may have to make pricing assumptions in evaluating proposals to achieve, in FMPA's judgment, an equal evaluation of all proposals.

Any proposer that proposes an alternative to any FMPA specified scope, business terms, or specified-products, must clearly identify such alternatives and provide supporting information for why the proposer believes its alternative(s) are superior to FMPA's specifications. FMPA is not obliged to accept any proposer's alternatives.

11. Interpretations and Addenda

All questions regarding interpretation of this RFP, technical or otherwise, must be submitted in writing to the following:

By E Mail: *sharon.samuels@fmpa.com*

By Fax: Ms. Sharon Samuels
(407) 355 - 5796

By Mail or Courier: Ms. Sharon Samuels
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819

Only written responses provided by FMPA to proposers' questions will be considered official. A verbal response by FMPA will not be considered an official response. Written responses to questions and requests for interpretations will be provided to all potential proposers. Copies of all addenda issued in connection with this RFP may be sent to all potential proposers.

12. Questions and Answers

Questions will be accepted through the deadline noted in the schedule. Submit questions via email to sharon.samuels@fmpa.com. All questions will be answered and all answers will be distributed to all bidders.

Questions will be taken from potential bidders who notify us that they will be a bidder. We reserve the right not to answer other questions.

Upon receipt of this Request for Proposals ("RFP"), potential Bidders shall immediately cease direct contact with individual FMPA, FMPA Members, or Generating Facility employees regarding the subject matter of this RFP.

Notwithstanding the previous sentence, If FMPA has questions about a particular proposal that, in the judgment of FMPA, would be appropriate to ask a proposer to clarify, explain, or otherwise provide supporting information for its proposal, FMPA reserves the right to pose such questions to proposers. In the event FMPA does this, it will provide a notice to all proposers of the proposers that received questions from FMPA, and the general nature of the questions, but FMPA will not provide information that it believes will give an proposer any competitive advantage over another. FMPA will evaluate answers received from proposers, but will not accept modifications to proposals after the Proposal Due Date.

13. Errors, Modifications or Withdrawal of Proposal

Each proposer should carefully review the information provided in the RFP prior to submitting a response. The RFP contains instructions which must be followed by all proposers. Modifications to proposals already received by FMPA will only be accepted prior to the Proposal Due Date. Proposals may be withdrawn by giving written notice to FMPA prior to the Proposal Due Date.

14. Proprietary Confidential Business Information

All proposals shall become property of FMPA. FMPA will not disclose to third parties any information that is clearly labeled "Proprietary Confidential Business Information" in a proposal unless, in the opinion of counsel for FMPA, such disclosures are required by law or by order of the court or government agency having appropriate jurisdiction. Each page of Proprietary Confidential Business Information must be clearly labeled "PROPRIETARY CONFIDENTIAL BUSINESS INFORMATION" at the top of the page. FMPA reserves the right to disclose information contained in proposals to its consultant(s) for the sole purpose of assisting in the proposal evaluation process. FMPA will require the consultant(s) to maintain the confidentiality of the document.

15. Public Entity Crimes Statement

Pursuant to Section 287.133(2)(a), FLORIDA STATUTES, all proposers should be aware of the following:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

16. Collusion

By offering a submission pursuant to this RFP, the proposer certifies the proposer has not divulged, discussed, or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to his own organization, that in connection with this proposal:

1. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other proposer or with any competitor
2. Any prices and/or cost data quoted for this proposal have not knowingly been disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other proposer or to any competitor
3. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition
4. The only person or persons interested in this proposal, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into and
5. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the Proposer for the purpose of doing business.

17. Drug Free Workplace

A Drug-Free Workplace Statement must be completed, signed, and returned prior to award of proposal. This form will be used whenever two or more proposals that are identical with respect to price, quality, delivery, and service are received; a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

18. Definitions

The words and terms defined in this document shall have the following meanings as used throughout.

ACCEPTANCE – Written acknowledgement by the FMPA and authorized representative that the Work has been completed in a manner consistent with the terms, conditions and specifications of a Contract or Purchase Order.

CONTRACTOR – The business entity (and its affiliates and authorized assigns), which has been awarded by FMPA or executed a contract with FMPA shall include any and all subcontractors, affiliates and authorized assigns that provide or perform any or all of the Work. This entity may also be referred to as the Contractor, firm, proposer, bidder, vendor, financial institution, successful bidder, or successful proposer.

PARTICIPANT CONTRACT – The aggregation of all documents that constitute the binding agreement between the Proposer and FMPA. The Participant Contract may include but shall not be limited to The Award or Agreements.

19. Entire Contract

These General Terms and Conditions, the Services Agreement between FMPA and the selected Firm (s) for which they are being provided (including attachments thereto) constitute the entire agreement between FMPA and the Firm.

20. Incurring Costs

Proposals should be prepared simply and economically to provide a concise description of the firm's capabilities to perform the services required. FMPA will not be responsible for any costs incurred in the preparation of proposals in response to this RFP, nor will they be responsible for any costs incurred if your firm is invited to make an oral presentation to the evaluation team.

21. Payment Schedule

Payment terms for any contract resulting from this RFP will be net 30 days. Firm may invoice FMPA for services performed during that month.

22. Use of Ideas

All materials submitted in response to the RFP become the property of FMPA and will be returned only at the option of FMPA. Except as otherwise prohibited by law, FMPA has the right to use any and all ideas presented in response to this RFP. Selection or rejection of a proposal does not affect this right.

23. Public Records

Supplier acknowledges that FMPA is subject to Florida's Government in the Sunshine Law, including, without limitation, Chapter 119, Florida Statutes. As such, any documents submitted in response to this RFP may be public records subject to public disclosure. Please refer to Section 14, above, for confidential proprietary business information or trade secrets contained in such records. If Supplier does not designate its confidential proprietary business information in its response in accordance with Section 14, above, FMPA may disclose all undesignated information that FMPA is legally bound to disclose in response to a public records request.

APPENDIX A
SCOPE FOR AUDITING SERVICES

FMPA
SCOPE FOR AUDITING SERVICES

1. SCOPE OF SERVICES

A. Scope of Work to be Performed

FMPA will contract with an auditing firm to express an opinion on the fair presentation of its financial statements.

Additionally, a principal/partner of the selected audit firm shall be available to discuss incidental issues related to the audit throughout the year as part of the scope of this project, at no additional charge. A partner of the selected audit firm shall be available to participate in post-audit discussions, as well as present to the Board of Directors and appropriate committees.

B. Applicable Auditing Standards

- Generally Accepted Accounting Standards
- Government Auditing Standards
- The Rules of the Auditor General of the State of Florida
- Any applicable Florida Statutes

C. Reports to be Issued

Following the completion of the audit, the firm shall issue the following reports, consistent with the above stated scope of work:

- A report expressing an opinion of the financial statements of FMPA including all funds.
- A report on compliance with bond resolutions.
- A report on internal control and compliance over financial reporting based on an audit of the financial statements.
- Governance Letter
- FMPA may prepare one or more official statements in connection with the sale of debt securities, in which FMPA may request approval to include the financial statements for the respective project and the auditor's report thereon.

D. Working Paper Retention and Access to Work Papers

All work papers and reports must be retained for a minimum of (7) years, unless the firm is notified in writing by the FMPA of the need to extend the retention period. The audit firm will be required to make working papers available upon request by FMPA. Reports, documents, and working papers will only be released with specific written permission and direction from FMPA.

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

E. Other Communication Requirements

Audit firm to provide a technology platform to allow documents to be provided & shared by FMPA that includes a complete listing of the required documents to be provided by FMPA and the ability to track each request separately.

Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on compliance and internal controls.

The auditor shall immediately communicate in a letter to the General Manager of FMPA, the General Counsel of FMPA, the Chairman of the Board of Directors, the Executive Committee Chair, and the Finance Committee any irregularities and illegal acts.

In the required report on internal controls, any reportable conditions and/or material weaknesses found during the audit shall be communicated. A reportable condition/material weakness shall be defined as a significant deficiency in the design or operation of the internal control structure that could adversely affect the organization's ability to record, process, summarize, and/or report financial data consistent with the assertions of management in the financial statements.

F. Report Preparation and Printing

Report preparation, editing, and printing shall be the responsibility of FMPA. The CFO of FMPA reserves the right to approve the final draft prior to publishing.

G. Final Audit Reports

The auditing firm shall provide review and approval of the audit report prepared by FMPA, the reports listed in **Appendix F**.

H. Presentations

The assigned Partner will present to the Finance Committee in August, following the interim audit, to the Finance Committee in December with preliminary results and to the FMPA Board of Directors at the January meeting annually.

I. Assistance to be provided by FMPA

- Office space deemed adequate for on-premises fieldwork.
- To improve communication and expedite the audit, FMPA prefers on premises fieldwork or a combination of on-premises and remote fieldwork.
- Assistance in obtaining necessary documents from Acumatica. Audit firm will source all accounts payable and journal entry documentation from Acumatica.
- Finance and management personnel, as appropriate, to provide information, documentation, and/or explanations.
- Final trial balance of specified funds for FMPA is prepared to provide trial balances and work papers to auditors in an Excel file format.
- Internal audit assistance:
 - o Performs annual audit reports covering accounts payable, credit card transactions, and procurement processes & provides results.
 - o Tests investment policies, debt covenants, and risk management policies, highlighting any violations when applicable.
 - o Performs tie outs to various expense accounts, comparing to energy invoices.
 - o Assists in plant inventory audit counts as requested.
 - o Provides participant audit report results, which are currently performed biannually for the St. Lucie project in odd years and for the Stanton projects in even years.

2. PROPOSAL CONTENT REQUIREMENTS

The proposals must contain the following information to be considered:

A. Cover Letter

A cover letter on firm letterhead must provide the name and title of the person(s) who are authorized to answer questions about this RFP. Please include the following additional information legal name, address, phone number and email address.

B. Table of Contents

To be arranged in the order provided here in the Content of Proposals, sections A. thru M.

C. Statement of Requirements

State in detail your understanding of the requirements presented by this RFP.

D. Work Plan

Describe the proposed audit program. Interim audit field work to begin the first Monday in the last week of July and year end field work to begin the first Monday in the second week of November. Please outline both pre-audit fieldwork and fieldwork staffing in the outline. Provide the name and a summary of the document sharing platform utilized by the firm.

E. Staffing

Identify the partner that will be responsible for this audit. Identify the professional, supervisory, and management staff who will be assigned to this audit. Also include their qualifications and relevant utility industry, governmental and non-profit experience. Include an affirmative statement that all assigned key staff are properly licensed to practice in Florida.

F. Firm Demographics

The proposal should include a brief history of the firm, its size, number of governmental and non-profit audit staff, location of office from which the work for this audit will be performed, the number of governmental and non-profit clients compared to entire client base. The audit firm must disclose information on the circumstances and status of any disciplinary action taken or pending against the firm during the past 3 years with state regulatory bodies or professional organizations. The audit firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past 3 years. The audit firm shall also confirm that no staff performing the audit has had their license suspended or revoked.

G. Relevant Experience

For the firm's office that will be responsible for the audit, list at least (3) engagements performed in the last (3) years that are similar to the one described in this RFP. Indicate the total staff hours, the scope of work, dates, partners, and the name and telephone number and email address of the principal client contact.

H. Independence

The firm should provide an affirmative statement that it is independent of FMPA. The firm should also list and describe any professional relationships involving FMPA, any of its members or any co-owners of generation/transmission facilities listed on **Appendix D** for the past (5) years.

Provide explanation why such relationships do not constitute a conflict of interest relative to performing FMPA audits.

I. License to Practice in Florida and Required Insurance

Your response must include an affirmative statement indicating the audit firm and all assigned key professional staff are licensed to practice in Florida, including, without limitation, Chapter 473 of the Florida Statutes. The audit firm must confirm in writing criminal background checks are performed for each professional staff person. The audit firm must include copies of required insurance coverage to practice this profession in Florida.

J. Pricing

The response must include an itemization of the hourly rate and estimated hours, **Appendix G** by each category of staff assigned to this project, a not-to-exceed amount for out-of-pocket expenses, and an itemization of any internal charges; maximum price per fiscal year.

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

K. Proposer Warranties

Your response must include an executed warranty provided in **Appendix G**.

L. Resolution of Audit Issues

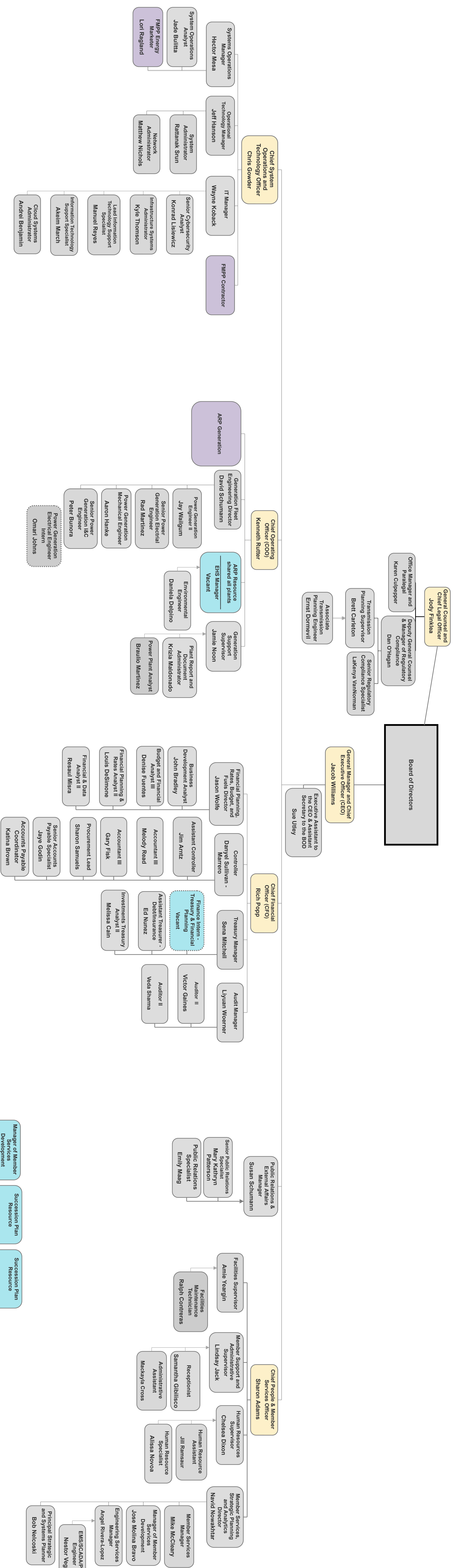
The proposal should describe the firm's approach to resolving any audit issues that arise during the audit process.

M. Bid Forms

Fully execute forms - Bid Forms are provided in **Appendix G**.

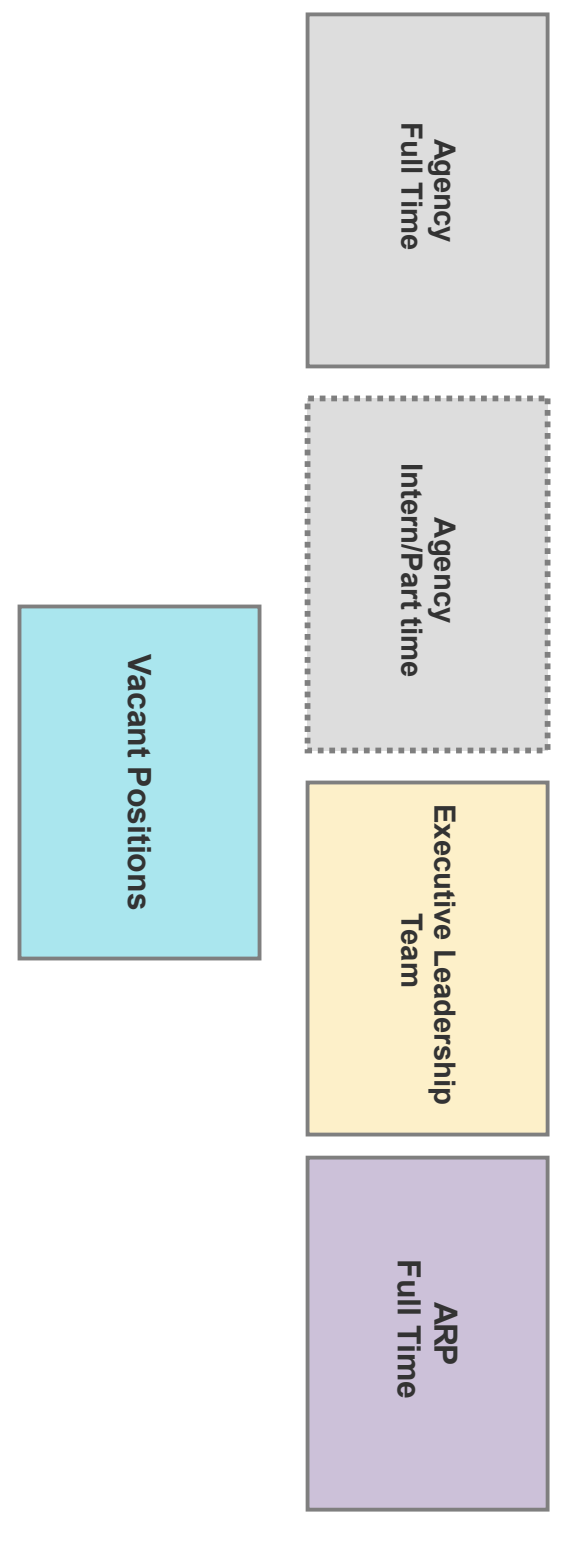
APPENDIX B
ORGANIZATION CHART

2025 FMPA Organization Chart



Number of Agency Positions FY 2025

Full Time	Part Time	Intern	Total
70	0	2	72



APPENDIX C
LIST OF KEY PERSONNEL

Appendix C

List of Key Personnel

Barbara Quionones	Board of Directors, Chairman
Howard McKinnon	Executive Committee, Chairman
Jim Williams	Finance Committee, Chairperson
Jacob Williams	General Manager and CEO
Richard Popp	Chief Financial Officer
Jody Finklea	General Counselor and CLO
Sena Mitchell	Treasury Manager
Jason Wolfe	Financial Planning Rates and Budget Director
Liyuan Woerner	Internal Audit Manager
Danyel Sullivan-Marrero	Controller
Jim Arntz	Assistant Controller

APPENDIX D
MEMBER LISTING OF PROJECTS WITH
MEGAWATT HOURS BILLED

Appendix D
Member Listing by Project
Megawatt Hours Billed FYE 2024

		All Requirements	St. Lucie	Stanton	Tri-City	Stanton II
1	Alachua		2,820,901			
2	Bartow					
3	Blountstown					
4	Bushnell	61,343,532				
5	Chattahoochee					
6	Clewiston	91,412,792	14,514,297			
7	Fort Meade	43,287,754	2,241,880			
8	Fort Pierce	508,833,800	100,229,067	38,817,583	12,938,858	64,596,261
9	Gainesville					
10	Green Cove Springs	104,214,166	11,581,117			
11	Havana	23,603,420				
12	Homestead		54,504,416	27,689,135	18,459,425	39,405,760
13	Jacksonville Beach	687,486,166	48,918,195			
14	Key West	787,910,440			30,430,520	38,758,970
15	Kissimmee	1,791,835,944	61,487,596	19,408,784		129,191,510
16	Lake Worth		163,928,511	25,448,205		
17	Lakeland					
18	Leesburg	506,873,800	15,519,682			
19	Moore Haven		2,531,105			
20	Mount Dora					
21	New Smyrna Beach		65,149,554			
22	Newberry	46,629,077	1,276,714			
23	Ocala	1,411,881,705				
24	Orlando					
25	Quincy					
26	St. Cloud					57,477,515
27	Starke	54,304,097	14,599,985	3,881,288		4,844,871
28	Tallahassee					
29	Wauchula					
30	Williston					
31	Winter Park					
*	All Requirements		99,304,096	51,757,355		64,596,261
	TOTALS	6,119,616,693	658,607,116	167,002,350	61,828,803	398,871,148

APPENDIX E
AUDIT PROPOSAL EVALUATION MATRIX

Appendix E

Audit Proposal Evaluation Matrix

Audit Proposal Evaluation Matrix		
Proposal Criteria		Yes/No
Minimum Requirements		
	Is the proposal submitted timely?	
	Is the proposal complete or with only minor exceptions?	
	Affirmative statement of independence included?	
	Does the firm have experience in utility, government or non-profit?	
Approach to Audit Quality		30 points max
	The proposal outlines an audit approach that is tailored based on obtaining an understanding of the organization's activities, operating systems, personnel and special needs.	0-10
	The proposal indicates an audit approach that is tailored based on the firm's advanced understanding of your organization's industry.	0-10
	The proposal outlines the firm's processes for ensuring an efficient and effective audit process to include the document sharing platform.	0-10
Team Knowledge and Experience		25 points max
	The proposal presents a clear understanding of the requirements of this RFP.	0-5
	The proposal outlines qualifications, industry experience, licenses and strengths for the responsible partner.	0-5
	The proposal specifies the strengths of assigned team members as well as their years of prior experience in the particular industry and type of engagement.	0-5
	Errors and Omissions policy in place	0-5
	Current Value	
	The proposal provides the firm's background, client base, licensing information and years in business.	0-5
Unique Qualifications		15 points max
	The proposal demonstrates a positive foundation for a trusted relationship derived from the firm's business beliefs, communication practices and unique qualifications.	0-15
Value Added Services		10 points max
	The proposal provides a listing of additional value added services the firm provides beyond the audit engagement. (e.g. proactively monitor and communicate topics relevant to your financial and business operations all year long that may impact your future success)	0-5
	It is evident that the firm understands our business and our challenges. The firm is committed to being our business advisor, beyond the audit engagement	0-5
Scope and Pricing of the Engagement		20 points max
	The proposal clearly provides a framework for the scope, timing, steps and resources to complete the engagement.	0-5
	The proposal specifies the price for the engagement and how it will be billed.	0-5
	The proposal addresses all items requested by us in the RFP	0-5
	The proposed fee is reasonable based on the experience, unique value and knowledge the firm brings to the engagement.	0-5
Total Points		100 points max

APPENDIX F

AUDITED 2024 FINANCIAL STATEMENTS

FMPA Financial Statements (provided at
<http://www.fmpa.com/index.php/financial-statements>)

APPENDIX G
BID FORMS

**PROPOSAL TO PROVIDE AUDITING SERVICES
FOR THE FLORIDA MUNICIPAL POWER AGENCY**

I have carefully examined the RFP, Terms and Conditions, and any other documents accompanying or made a part of this RFP. With full knowledge and understanding of the aforesaid, I agree to abide by all conditions of this bid.

I hereby propose to furnish the services specified in the RFP at the rates quoted in my proposal as indicated in the appropriate spaces on this and the attached sheets.

I certify that I am duly authorized to submit this proposal; on behalf of the vendor and that the vendor is ready, willing and able to perform if awarded the bid.

Prices quoted shall remain as quoted or agreed for duration of project.

ADDENDA. The undersigned bidder acknowledges receipt of the following addenda, which have been considered in preparing this proposal (if applicable).

Number _____ Dated _____
Number _____ Dated _____

Respectfully submitted:

Company Name: _____

Signature: _____

(Authorized Representative)

(Type or Print Name of Signer)

Address: _____

E-Mail Address: _____

Telephone Number: _____

Toll Free Number: _____

Date: _____

**FMPA RFP 2025-203
Intent-to-Bid Form**

Form Due Date: February 21, 2025

If you intend to submit a response to this Request for Proposal, we ask that you complete this form as soon as possible and e-mail it to sharon.samuels@fmpa.com. You may also mail a copy of this form to the following address:

Sharon Samuels
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819

If you identify yourself as a potential respondent, FMPA will be able to notify you of any RFP changes or revisions and forward to you any addenda to the RFP.

Please note:

Filing an Intent-to-Bid form is voluntary: It is NOT required by FMPA in order for you to submit a response.

Filing an Intent-to-Bid form does not commit you to responding.

Filing an Intent-to-Bid form is **required** if you submit specific questions concerning this RFP.

Short-listed proposers may be asked to participate in an interview on **April 16, 2025**.

----- Intent-to-Bid -----

RFP 2025-203

Name of Firm:	
Address:	
Name of Contact Person:	
E-Mail Address:	
Phone:	

DISPUTE DISCLOSURE

Answer the following questions by placing an "X" in the appropriate "YES" or "NO" box. If you answer "YES", please explain in the space provided, or via attachment.

Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?

YES NO

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES NO

Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES NO

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this project:

Project: FMPA RFP# 2025-203

Firm

Date

Authorized Signature

Officer Title

Printed or Typed Name

PROPOSER WARRANTIES

A. Proposer warrants that it is willing and able to comply with State of Florida laws.

B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof. If in place, the coverage amount is \$_____.

C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of FMPA.

D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name: _____

Title: _____

Firm: _____

Date: _____

**Schedule of Professional Fees and Expenses
For the Audit of the 2025 Financial Statements**

PRICING SHEET

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners				
Directors				
Managers				
Supervisors				
Staff				
Other (specify)				
TOTALS				

AFFIDAVIT OF COMPLIANCE

FMPA RFP 2025-203

_____ We DO NOT take exception to any items included in the RFP.

_____ We TAKE exception as follows:

Company Name:

By:

(Authorized Person's Signature)

(Print or type name and title of signer)

Company Address:

Telephone Number:

Toll Free Number:

Fax Number:

Date:

HUMAN TRAFFICKING AFFIDAVIT

Pursuant to Section 787.06 Subsection (13), FLORIDA STATUTES, all bidders should be aware:

“When a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in this section.

_____ (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.

Company Name: _____

By: _____
(Authorized Person’s Signature)

(Print or type name and title of signer)

Company Address: _____

Telephone Number: _____

Date: _____

DRUG-FREE WORKPLACE COMPLIANCE FORM

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

The undersigned proposer in conformity with Florida Statute 287.087 hereby certifies that _____ does:

(Name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that the undersigned complies fully with the above requirements.

Signature

Name of Proposer

Date

STATEMENT OF NO PROPOSAL

Sharon Samuels
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, FL 32819

We, the undersigned, have declined to submit a proposal on your Request for Proposals Number 2025-203, Florida Municipal Power Agency, Auditing Services - for the following reasons:

- We do not offer this service/product.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet bond requirements.
- Other

We understand that if the Statement of No Proposal letter is not executed and returned, our name may be deleted from the list of qualified proposers of the Florida Municipal Power Agency.

Company Name: _____

By: _____
(Authorized Person's Signature)

(Print or type name and title of signer)

Company Address: _____

Telephone Number: _____

Toll Free Number: _____

Fax Number: _____

Date: _____



Thanks for your interest in servicing FMPPA.