

AUDITOR SELECTION COMMITTEE AGENDA

DATE: WEDNESDAY, FEBRUARY 21, 2024

TIME: 1:40 P.M.

PLACE: CARL T. LANGFORD BOARD ROOM, ORLANDO INTERNATIONAL AIRPORT, ONE JEFF FUQUA BOULEVARD

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

I. CALL TO ORDER

II. ROLL CALL

III. CONSENT AGENDA

- A. Recommendation to Approve Solicitation Documents for Request for Proposals 24-106-RFP
External Auditing Services



MEMORANDUM

TO: Members of the Auditor Selection Committee

FROM: Kathleen M. Sharman, Chief Financial Officer

DATE: February 21, 2024

ITEM DESCRIPTION

Recommendation to Approve Solicitation Documents for Request for Proposals 24-106-RFP External Auditing Services

BACKGROUND

Florida law requires the Aviation Authority to retain an independent certified public accountant to conduct an audit and issue an opinion. Pursuant to Florida Statutes Section 218.391, on December 13, 2023, the Aviation Authority Board appointed the Auditor Selection Committee to approve the selection method for an annual auditor and to select an annual auditor.

ISSUES

Florida Statutes Section 218.391 requires the Aviation Authority's Auditor Selection Committee approve and establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the Committee to be applicable to its particular requirements. Staff has prepared a Request for Proposals (RFP) to accomplish this task. The final draft RFP has been provided to the Auditor Selection Committee under separate cover and is on file with the Recording Secretary.

Staff recommends approval of the RFP and its release for competitive procurement on or about March 21, 2024, after completion of the Aviation Authority's audit for the fiscal year ended September 30, 2023.

SMALL BUSINESS

The Small Business Development department recommends a combined goal of 17% MWBE/LDB/VBE for this contract.

ALTERNATIVES

None at this time.

FISCAL IMPACT

The fiscal impact will be determined based on the responses of the RFP, and will be funded from the Operations and Maintenance Fund. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Auditor Selection Committee accept the recommendation to approve final solicitation documents for Request for Proposals 24-106-RFP External Auditing Services, and approve release for competitive procurement on or about March 21, 2024, following the completion of the Aviation Authority's audit for the fiscal year ended September 30, 2023.