

**TITUSVILLE-COCOA AIRPORT AUTHORITY  
REQUEST FOR PROPOSALS  
FOR  
AUDITING SERVICES**

**1. Introduction**

The Titusville-Cocoa Airport Authority is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending September 30, 2019, with the option of auditing statements for each of the two subsequent fiscal years.

These audits will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); the *OMB Compliance Supplement*; and the Florida Single Audit Act, and further will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance.

To be considered, ten (10) copies of a proposal must be received by Mr. Michael D. Powell, Chief Executive Officer, 355 Golden Knights Blvd., Titusville, FL 32780 no later than 2:00 p.m., August 1, 2019.

A three year contract is contemplated, subject to the annual review and recommendation of the Board of Directors and the satisfactory negotiation of terms.

**2. Management Assistance**

The Titusville-Cocoa Airport Authority staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations.

**3. Proposal Requirements**

Proposals from interested firms should include the following information:

- A signed letter briefly stating the proposer's understanding of the scope of work to be done.
- Statement of availability and accessibility to the Titusville-Cocoa Airport Authority.
- List of current clients requiring similar audits with similar funding sources and compliance requirements.
- Detailed cost estimate.

**4. Scope of Work**

- The audit is to include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

- As required by the Uniform Guidance and the Florida Single Audit Act, the audit should include tests of transactions related to major federal award programs and state financial assistance projects, for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.
- The Audit should include tests of documentary evidence supporting the transactions recorded in the accounts, and include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions.
- Internal control test related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control tests related to major federal programs and state projects, and opinions (or disclaimer of opinions) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program and project in accordance with the Uniform Guidance and the Florida Single Audit Act.

## **5. Assistance with Reporting Package**

The audit firm will be requested to assist the Authority staff with the preparation of the reporting package. In addition to the basic financial statements the reporting package should include the following schedules:

- Schedules of revenues for the years ending September 30, 2019.
- Schedules of expenditures for the years ending September 30, 2019.
- Schedules of changes in capital project accounts for the years ending September 30, 2019.
- Schedules of federal and state financial assistance for the years ending September 30, 2019.
- Debt service requirements to maturity for the years ending September 30, 2019.
- Property, equipment, and depreciation for the years ending September 30, 2019.
- Capital projects summaries for the years ending September 30, 2019.

## **6. Selection Process**

All submissions will be reviewed the Titusville-Cocoa Airport Authority Board of Directors. Each proposal will be evaluated based upon the proposal requirements and selection criteria as follows:

- Understanding of scope of services

- Availability and accessibility to the Titusville-Cocoa Airport Authority
- Experience with similar audits
- Demonstrated ability to understand requirements applicable to the Titusville-Cocoa Airport Authority
- Capabilities, assigned personnel, experience with similar organizations
- Ability to meet time requirements and ability to serve the Titusville-Cocoa Airport Authority
- Cost

The chosen firm will be engaged and a contract negotiated. If an agreement cannot be accomplished, another firm will be chosen and so on.