



Minutes
Evaluation Committee Meeting

Town of Lake Park, Florida

Request for Proposal 105-2019

External Auditing Services

Wednesday, May 15, 2019 10:00 a.m.

Town Hall Conference Room, Town Hall, 535 Park Avenue

The Evaluation Committee meeting was conducted on Wednesday, May 15, 2019 at 10:00 a.m. Present were Finance Director Lourdes Cariseo, Commissioner John Linden, Daniela Russell (Seacoast Utility Authority), Joseph Lo Bello (Juno Beach, Town Manager) and Town Clerk Vivian Mendez.

Finance Director Cariseo called the meeting to order at 10:00 a.m. and introduced everyone. She explained the purpose of the meeting was to discuss the criteria, date of RFP Committee meetings, opening of RFP, and the evaluation process.

The Evaluation Committee discussed the four (4) criteria to include in the Request for Proposal. The criteria would also be ranked as follows:

- | | |
|-------------------------------------|-----|
| 1) Price | 10% |
| 2) Experience of personnel | 30% |
| 3) Governmental Auditing Experience | 30% |
| 4) Top three (3) References | 30% |

The schedule for upcoming meetings were established as follows:

Tuesday, June 11, 2019 10:00 a.m. RFP opening.

Tuesday, June 18, 2019 8:30 a.m. Evaluation of submittals.

Tuesday, June 25, 2019 9:00 a.m. Submittal Presentations.

These dates are subject to change depending on scheduling conflicts.

Committee Member Lo Bello made a motion to accept the four (4) criteria established and to place the advertisement on DemandStar as well the other sources; Committee Member Russell seconded the motion, which was unanimous.

ADJOURNMENT:

The meeting adjourned at 11:08 a.m.

Town Clerk Vivian Mendez