



REQUEST FOR PROPOSALS

FINANCIAL AUDITING SERVICES
RFP 2008-40

May 01, 2008

ALL INTERESTED PARTIES:

The Delray Beach Community Redevelopment Agency of Delray Beach, Florida hereinafter referred to as the CRA, will receive sealed Proposals at the administrative offices of the CRA at 20 North Swinton Ave, Delray Beach, Florida 33444 for the services described below:

FINANCIAL AUDITING SERVICES

Sealed Proposals must be received and time stamped in by the Administrative Assistant, either by mail or hand delivery, no later than 2:00 p.m. local time on Friday, May 30, 2008. A public opening will take place at the CRA Office, 20 North Swinton Ave, Delray Beach, FL 33444. Any Proposals received after 2:00 p.m. local time on said date may not be accepted.

The CRA reserves the right to reject any or all Proposals, to waive any informalities or irregularities in any Proposals received, to re-advertise for Proposals, to award in whole or in part to one or more offerors, or take any other such actions that may be deemed to be in the best interests of the CRA.

Peter B. Arts
Treasurer

Diane Colonna
Executive Director

Joe Hinckley
Director of Finance

REQUEST FOR PROPOSALS

FINANCIAL AUDITING SERVICES RFP 2008-40

I. INTRODUCTION

A. GENERAL INFORMATION

The Delray Beach Community Redevelopment Agency is requesting proposals from qualified firms of certified public accountants to audit its financial statements for an initial five (5) year period beginning with the fiscal year ending September 30, 2008, with annual renewal options. These audits are to be performed in accordance with generally accepted auditing standards and the standards for financial audits set forth in the U.S. General Accounting Office's (GAO) Government Auditing Standards "the Yellow Book", the provisions of the Federal Single Audit Act Amendments of 1996, U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and the provisions of the Florida Single Audit Act.

B. TERM OF ENGAGEMENT

A five (5) year contract is contemplated, with annual renewal options, subject to the annual review and recommendation of the Director of Finance, the satisfactory negotiation of terms (including a price acceptable to both the CRA and the selected firm), the concurrence of the CRA Board and the annual availability of an appropriation.

II. SCOPE OF SERVICES

A. GENERAL

The CRA is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2008 for five (5) years, with annual renewal options. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. SCOPE OF WORK TO BE PERFORMED

The CRA desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with accounting principles generally accepted in the United States of America and the financial reporting requirements of Governmental Accounting Standards Board Statement No. 34, "Basic Financial Statements – and Management's Discussion and Analysis for State and Local Governments" and related pronouncements.

The auditor is not required to audit the combining and individual fund and account

group financial statements and supporting schedules. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving the required Management's Discussion and Analysis and the required supplementary Information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is required to audit and express opinions on internal controls and compliance of the schedule of federal and state financial assistance.

The auditor may be requested to perform other auditing services at the discretion of the CRA. Any such additional work agreed to between the CRA and the firm shall be performed only after a written agreement has been made.

C. AUDITING STANDARDS TO BE FOLLOWED

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards and Audits of State and Local Governmental Units (revised) as issued by the American Institute of Certified Public Accountants (AICPA);
2. Government Auditing Standards, as issued by the Comptroller General of the United States;
3. Circular No. A-133, Audits of State and Local Governments "the Yellow Book", Office of Management and Budget as well as the following additional requirements;
4. The provisions of the Federal Single Audit Act (as amended);
5. The provisions of the Florida Single Audit Act (as amended);
6. State of Florida Department of Banking and Finance Regulations;
7. Rules of the Auditor General for the State of Florida relating to Section 11.45(3)(a) 4 of the Florida Statutes; and
8. Other applicable federal, state and local laws or regulations.

D. REPORTS TO BE ISSUED

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue the following:

1. A report on the fair presentation of the basic financial statements as a whole, in conformity with generally accepted accounting principles.
2. A report on the internal control based on the auditor's understanding of the control structure and assessment of control risk.
3. A report on compliance with laws and regulations.
4. A "management letter" required by Section 11.45(3)(a) 4, Florida Statutes.
5. Reports required by the Single Audit Act of 1996 and OMB Circular A-133 to include:
 - a. An opinion on the financial statements and on the supplementary schedule of expenditures of federal awards and state financial assistance.
 - b. A report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.
 - c. A report on compliance with requirements applicable to each major program and on internal control over compliance in accordance with OMB Circular A-133.
 - d. A schedule of findings and questioned costs.
 - e. Non-reportable conditions discovered by the auditors shall be reported in the management letter required by Florida Statutes 11.45(3)(a)(4), which shall be referred to in the report on internal control structure and compliance.
 - f. For any irregularities and illegal acts the auditor shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Director of Finance, CRA Executive Director and the CRA Board as appropriate.

Use of the audited financial statements, opinions or any of the above named reports will not result in additional compensation unless their use requires additional certification or services on the part of the firm.

The auditor shall submit a signed audit report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America no later than January 30th, for the previous fiscal year ending September 30, along with the required reports on internal control structure and compliance with laws and regulations.

E. SPECIAL CONSIDERATIONS

1. Comprehensive Annual Financial Report (CAFR) Preparation

- a. The auditor shall draft and prepare all individual, combining and entity wide Financial Statements (including all conversions from fund level to government wide), the notes to the Financial Statements, and the Independent Auditor's reports. The auditor shall maintain depreciation

schedules for government wide statements, with the information supplied by the CRA. The Auditor shall prepare the schedule of state and federal awards. Additionally, the Auditor shall prepare the data collection form. The CRA will be responsible for supplying the auditor with the appropriate numbers from the CRA's work papers. Additionally, the CRA will provide the information for the introductory section (including the transmittal letter), management's discussion and analysis and information for statistical schedules. Upon receipt of all of the appropriate information, the auditor will be responsible for finalizing the CAFR, and delivering a camera-ready original of the CAFR in accordance with Section III B, Schedule for Conducting Audits. The auditors will be responsible for supplying the tabs and covers, and for the printing of the CAFR.

2. The Auditor's response should include a brief explanation of the impact of GASB Statements, and their affect on the preparation of the CAFR, including any audit implications.
3. Government-wide financial statements
4. Performance Standards
 - a. A minimum of 95% of all responses to any of the CRA's questions or inquiries should occur within two (2) business days of notification to auditor. For example, the CRA may have a technical question about a transaction.
 - b. The auditor shall respond to any emergency request for service within eight (8) business hours. For example, if the CRA detects a problem such as fraud or illegal action, the CRA would likely need immediate assistance.
 - c. The deadlines in Section III (Time Requirements) B (Schedule for Conducting Audits) and C (Date Final Report is Due) shall be met.
 - d. The CRA is a component unit of the City of Delray Beach which requires close coordination of all deadlines with the Director of Finance of the City of Delray Beach. The FY for both units ends on September 30.

In addition to the performance measures above, the auditor may also be evaluated by CRA staff on a regular basis regarding the quality of service and the timeliness of data exchange.

F. WORKING PAPER RETENTION AND ACCESS TO WORKING PAPERS

All working papers and reports must be retained in accordance with requirements and procedures set forth by the General Records Schedule for Local Government Agencies as promulgated by the Division of Archives, History and Records Management (a division of the Florida Department of State) at the auditor's expense, unless the firm is notified in writing by the CRA of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- Delray Beach Community Redevelopment Agency,
- Palm Beach County Board of Commissioners,
- City of Delray Beach,
- Auditors of entities of which the CRA is a sub-recipient of grant funds,
- Parties designated by the federal or state governments or by the CRA as part of an audit quality review process.

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

G. NAME AND TELEPHONE NUMBER OF CONTACT PERSONS

The auditor's principal contact with the CRA will be Joe Hinckley, Director of Finance (561-276-8640) who will coordinate the assistance to be provided by the CRA to the auditor. Or by email: hinckley@ci.delray-beach.fl.us

I. BACKGROUND INFORMATION

The Delray Beach Community Redevelopment Agency is a dependent special district established by the City of Delray Beach, Florida under authority granted by Florida Statute 163, Section III. The purpose of the CRA is to promote and guide the physical and economic redevelopment of approximately 1,900 acres in the center of the City of Delray Beach. The CRA is a legally separate entity established by Ordinance number 46-85 of the Delray Beach City Council on June 18, 1985. The CRA is governed by a seven member Board of Commissioners appointed by the Delray Beach City Council.

The total net budget for fiscal year 2008 is \$24.7 million.

More detailed information on the government and its finances can be found in the CRA's Annual Budget document, and the Comprehensive Annual Financial Report. Additional information shall be directed to Joe Hinckley, Finance Director, at (561) 276-8640.

J. FUND STRUCTURE

The CRA uses the following fund type in its financial reporting:

<u>Fund Type</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General fund	_____	_____

K. BUDGETARY BASIS OF ACCOUNTING

The CRA prepares its budgets on a basis consistent with generally accepted accounting principles (GAAP) for the General Fund.

L. FEDERAL AND STATE FINANCIAL ASSISTANCE

During the fiscal year to be audited, the CRA will receive financial assistance including but not limited to the following federal or state agencies:

1. _____
2. _____
3. _____

M. COMPONENT UNITS:

The CRA is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100. Using these criteria, component units are the Block 60 Parking Condominium Association, Inc. and the West Atlantic Redevelopment Coalition, Inc. included in the CRA financial statements.

N. JOINT VENTURE

The CRA does participate in a joint venture with the Delray Beach Downtown Development Authority and the Greater Delray Beach Chamber of Commerce for the operation of an economic development program for downtown Delray Beach known as the Downtown Delray Beach Marketing Cooperative. The term of this joint venture is for one year and the CRA has no ongoing financial interest or financial responsibility.

O. SIZE OF FINANCE OPERATIONS

The Finance Department is headed by the Director of Finance; Joe Hinckley. He is in charge of this department and it also consists of one administrative assistant. Accounting records are done using QuickBooks software and MS Office components and are stored and backed up on a secure network server administered by the City of Delray Beach.

P. AVAILABILITY OF PRIOR AUDIT REPORTS AND WORKING PAPERS

Interested proposers who wish to review prior years' audit reports and management letters should contact Joe Hinckley at (561) 276-8640. The CRA will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposal.

III. TIME REQUIREMENTS

A. PROPOSAL CALENDAR AND NOTIFICATION AND CONTRACT DATES

The schedule of events, relative to the procurement shall be as follows:

<u>Event</u>	<u>Date (on or by)</u>
1. Issuance of Request for Proposals	May 1, 2008
2. Opening of Proposals	May 30, 2008
3. Proposal Evaluations	May 30, 2008
4. Recommendation to Council and authorization to Negotiate	June 12, 2008
5. Contract Negotiations	June 13, 2008
6. Award of Contract	June 16, 2008

The CRA reserves the right to change and/or delay scheduled dates.

B. SCHEDULE FOR CONDUCTING AUDITS

During the period of the External Audit Services contract, the auditor shall complete each of the following no later than the dates indicated below for each audit:

1. Interim Work
The auditor shall complete interim work by _____.
2. Detailed Audit Plan
The auditor shall provide the CRA both a detailed audit plan and a list of all schedules to be prepared by the CRA by _____.
3. Fieldwork
The auditor shall complete all fieldwork by _____.
4. Draft Reports
The auditor shall have drafts of the audit report and recommendations to management available for review by _____.

5. Final Report

The auditor will be responsible for delivery of a camera ready original of the Comprehensive Annual Financial Report (CAFR) to the CRA Office by _____.

C. DATE FINAL REPORT IS DUE

It is anticipated that the auditor will deliver the opinion letter, management letter, and all requested reports by _____ of each year.

IV. PROPOSAL REQUIREMENTS

A. SUBMISSION OF PROPOSALS

The following materials should be submitted for a proposing firm to be considered:

1. An original copy (so marked) of the Proposal and seven (7) copies should be submitted to the CRA, 20 North Swinton Ave, Delray Beach, FL 33444 to the attention of Diane Colonna, Executive Director. It should include the following:
 - a. Title Page. Title page showing the request for proposals' subject, the firm's name, the name, address and telephone number of contact person, and the date of the proposal.
 - b. Table of Contents. The table of contents of the proposal should include a clear and complete identification of the materials submitted by section and page number.
 - c. Transmittal Letter. This letter will summarize in a brief and concise manner the Proposer's understanding of the work to be performed, the commitment to perform the work within the anticipated time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for ninety (90) days. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority.
 - d. Technical Proposal The detailed proposal should follow the order set forth in Section IV (B) of this Request for Proposal.
 - e. Price Proposal As detailed in Section IV (C) of this request for proposals.
 - f. Addenda Refer to Section IV (D), Addenda, Additional Information.
2. Proposals must be submitted in a sealed envelope clearly marked with the name of the audit firm "Request for Proposal RFP 2008-40, Financial Auditing Services.

B. TECHNICAL PROPOSAL

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence of the firms seeking to undertake an independent audit of the CRA in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The technical proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, item Nos. 2 through 9, must be included. They represent the areas in which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the CRA as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards. The firm also should provide an affirmative statement that it is independent of all of the component units of the CRA as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving the CRA or any of its component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the CRA written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Florida

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Florida.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Florida. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the CRA. However, in either case, the CRA retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the CRA, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with the CRA

List separately all engagements within the last five years, for the CRA by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements With Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours.

Indicate the scope of work, date, engagement partners, and the name and telephone number of the principal client contact.

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the CRA budget, financial and other management information, which is available by contacting the Management Office at (561) 276-8640.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of the CRA's internal control

- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
 - h. Approach to be taken in drawing audit samples for purposes of tests of compliance
 - i. Approach to be taken concerning fraud
9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the CRA.

C. PRICE PROPOSAL

- 1. Submit your signed, firm, fixed fee performance-based cost proposal for providing all services, materials, etc., required for completion of services in accordance with your technical proposal. Include the cost of each audit for each of the next five (5) fiscal years: 2008 – 2012.
- 2. Rates for Additional Professional Services

If it should become necessary for the CRA to request the auditor to render any additional services to either supplement the services requested in this Request for Proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only upon a written agreement between the CRA and the firm.

- 3. Manner of Payment

Payments will be based on a schedule of payments to be developed upon awarding of the contract. The CRA reserves the right to inspect records supporting the auditor's billings.

D. ADDENDA, ADDITIONAL INFORMATION

Any addenda or answers to written questions supplied by the CRA to participating Offeror's become part of this Request for Proposal and the resulting contract. This proposal form shall be signed by an authorized company representative, dated and returned with the proposal.

No negotiations, decisions or actions shall be initiated or executed by the Offeror as a result of any discussions with any CRA employee. Only those communications which are in writing from the Executive Director may be considered as a duly authorized expression. Also, only communications from Offerors which are signed and in writing will be recognized by the CRA as duly authorized expressions on behalf of the Offeror.

V. EVALUATION OF PROPOSALS

A. Evaluation Method and Criteria

An Audit Selection Committee appointed by the CRA will evaluate proposals submitted. Proposals will be evaluated in accordance with weighted criteria listed below:

	<u>POINT RANGE</u>
Proposer's Expertise and Experience	0 - 50
Audit Approach	0 - 30
Cost of Services	<u>0 - 20</u>
Total	<u>100</u>

(COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM.)

These weighted criteria are provided to assist the proposers in the allocation of their time and efforts during the submission process. The criteria also guides the Evaluation Committee during the short-listing and final ranking of proposers by establishing a general framework for those deliberations.

As the best interest of the CRA may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

The successful proposer shall be required to execute a CRA contract covering the scope of services to be provided and setting fourth the duties, rights and responsibilities of the parties.

B. Oral Presentations

During the evaluation process, the Audit Selection Committee may, at its discretion, request firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

C. Final Selection

The CRA will select/award the firm which best meets the interests of the CRA. The CRA shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The CRA's decision will be final.

VI. SUMMARY OF DOCUMENTS TO BE SUBMITTED WITH PROPOSALS

Samples of the following documents (except the Certificate of Insurance), are attached and shall be executed as a condition to this offer:

- (a) Proposal and Offeror's Certification
- (b) Non-Collusive Affidavit
- (c) Qualifications Statement

VII. AWARD OF CONTRACT

The contract or contracts shall be awarded to the responsible Offeror whose proposal is determined to be the most advantageous to the CRA, taking into consideration the evaluation factors and criteria set forth in the Request for Proposals.

VIII. GENERAL CONDITIONS

A. PUBLIC ENTITY CRIMES INFORMATION STATEMENT: “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, supplies, 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.”

B. DISCRIMINATORY VENDOR LIST: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

IX. INSURANCE

The Proposer shall procure and maintain at its own expense and keep in effect during the full term of the Contract a policy or policies of insurance. Additionally, any subcontractor hired by the Proposer for this contract shall provide insurance coverage as well. The CRA shall be named “additional insured” under the appropriate policies.

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS AN INDIVIDUAL

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 200__.

By: _____
Signature of Individual

Witness

Printed Name of Individual

Witness

Business Address

City/State/Zip

Business Phone Number

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 200__, by _____ (Name), who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or type as Counciled)

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS A SOLE PROPRIETORSHIP OR OPERATES UNDER A FICTITIOUS OR TRADE NAME

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 200__.

Printed Name of Firm

By: _____
Signature of Owner

Witness

Printed Name of Individual

Witness

Business Address

City/State/Zip

Business Phone Number

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 2008 by _____ (Name), who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or type as Counciled)

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS A PARTNERSHIP

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this day of _____, 200__.

Printed Name of Partnership

By: _____
Signature of General or Managing Partner

Witness

Printed Name of partner

Witness

Business Address

City/State/Zip

Business Phone Number

State of Registration

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2008, by _____ (Name), _____ (Title) of _____ (Name of Company) who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or type as Counciled)

OFFEROR'S CERTIFICATION

WHEN OFFEROR IS A CORPORATION

IN WITNESS WHEREOF, the Offeror hereto has executed this Proposal Form this _____ day of _____, 200__.

Printed Name of Corporation

Printed State of Incorporation

By: _____
Signature of President or other authorized officer

(CORPORATE SEAL)

Printed Name of President or other authorized officer

ATTEST:

Address of Corporation

By _____
Secretary

Town/State/Zip

Business Phone Number

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2008, by _____ (Name), _____ (Title) of _____ (Company Name) on behalf of the corporation, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or type as Counciled)

NON-COLLUSIVE AFFIDAVIT

State of _____)

)ss.

County of _____)

_____ being first duly sworn, deposes and says that:

- (1) He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____ the Bidder that has submitted the attached Bid;
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

By:

(Printed Name)

(Title)

ACKNOWLEDGMENT

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is

personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or Type as Counciled)

OFFEROR'S
QUALIFICATION STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: Delray Beach Community Redevelopment Agency
Diane Colonna, Executive Director

ADDRESS: 20 North Swinton Ave
Delray Beach, Florida 33444

CIRCLE ONE

SUBMITTED BY: _____

Corporation

NAME: _____

Partnership

ADDRESS: _____

Individual

CITY/ST/ZIP: _____

PRINCIPAL OFFICE: _____

Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is:

The address of the principal place of business is:

2. If Offeror is a corporation, answer the following:

a. Date of Incorporation:

b. State of Incorporation:

c. President's name:

d. Vice President's name:

e. Secretary's name:

f. Treasurer's name:

g. Name and address of Resident Agent:

3. If Offeror is an individual or a partnership, answer the following:

a. Date of organization: _____

QUALIFICATION STATEMENT

h. Name, address and ownership units of all partners:

NAME: _____

ADDRESS: _____

CITY/ST/ZIP: _____

Submit additional on attachments if needed

c. State whether general or limited partnership:

9. State the names, telephone numbers and last known addresses of five (5) owners, individuals or representatives of owners with the most knowledge of work which you have performed, and to which you refer.

(name) (address) (phone number)

(name) (address) (phone number)

(name) (address) (phone number)

(name) address) (phone number)

(name) (address) (phone number)

10. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary).

N/A Included in RFP Request

11. State the name of the individual who will have personal supervision of the work:

N/A Included in RFP Request

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

(Signature)

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal.

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp,
or Type as Counciled)