

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
1019 N. 12th Avenue ■ Pensacola, Florida 32501

REQUEST FOR PROPOSALS

Proposal Number: 2022 - 01

THE AUDIT SELECTION COMMITTEE OF THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY (the “Authority”) INVITES YOUR COMPANY TO SUBMIT A PROPOSAL TO PROVIDE THE FOLLOWING SERVICES:

AUDITING SERVICES with respect to the Authority’s basic financial statements beginning with the fiscal year ending September 30, 2022, with options to provide auditing services for the five subsequent fiscal years (2023 – 2027) upon mutually agreeable terms.

The RFP Specifications and Materials can be downloaded from the Authority’s website at www.ehealthfinance.org on the PUBLIC INFORMATION tab. Sealed proposals for RFP Number 2022-01 will be received through Tuesday, September 6, 2022 until 4:00 p.m. CDT at the Authority’s office located at 1019 North 12th Ave in Pensacola, Florida. Proposals received after the deadline will not be opened.

Timely proposals shall be publicly opened and reviewed by the Audit Selection Committee at a duly noticed meeting in the Authority’s office on Wednesday, September 7, 2022 beginning at 4:00 p.m. CDT. The Audit Selection Committee will make its recommendations to the Authority Board at its next meeting, currently scheduled for September 27, 2022. Both meetings are open to the public.

The Authority reserves the right to waive informalities in any proposal; reject any or all proposals, in whole or in part; re-advertise for new proposals; and to accept the proposal that in its judgment is the best proposal of a responsible, qualified responder.

INSTRUCTIONS TO PROPOSERS

1. Sealed proposals must be submitted by Tuesday, September 6, 2022 on or before 4:00 p.m. CDT to the Authority's office, located at 1019 North 12th Ave, Pensacola Florida. All submittals received after the deadline will not be opened.
2. No proposal may be withdrawn for a period of 90 days from the opening of the proposals. Prices may not be modified during this period. Proposals may be withdrawn at any time prior to the RFP opening time by notifying the Authority Administrator Virginia L. Yeagle by email to vlyeagle@ehealthfinance.org
3. No corrections to proposals will be accepted after the proposal has been opened.
4. All sealed proposals submitted will be publicly opened and reviewed at the Authority office by the Audit Selection Committee at a duly noticed meeting on September 7, 2022 beginning at 4:00 p.m. CDT. On Wednesday, September 21, 2022, the Audit Selection Committee will review the proposals, accept each proposal that meets the submission guidelines and rank each proposal. The top three proposals shall be forwarded to the Authority Board for consideration at the Board's next meeting, currently scheduled for September 27, 2022. All meetings are open to the public.
5. No person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may submit a proposal on a contract to provide any goods or services to a public entity. All Proposers must complete the Sworn Statement pursuant to Section 287.133(3)(a), Florida Statutes attached as Appendix C hereto.
6. Please direct all questions or requests for additional information to the Authority's Administrator via email at vlyeagle@ehealthfinance.org

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY

1019 N. 12th Avenue ▪ Pensacola, FL 32501

Contact: Virginia L. Yeagle, Administrator
Telephone: 850-432-7555
Email: vlyeagle@echealthfinance.org

SUMMARY OF OPERATIONS

The Escambia County Health Facilities Authority (the Authority) was created on March 6, 1975 by resolution of the Escambia County Board of County Commissioners. Its primary mission is to assist non-profit health care organizations with financing for capital projects which qualify under the Internal Revenue Code for tax exempt bond financing. The Authority members are appointed by the Escambia County Board of County Commissioners, with the operation and administration of the Authority governed by Chapter 154 Part III, Chapter 159 Part II, and Chapters 163 and 189 of the Florida Statutes. The Authority is a local governmental entity that is defined under Chapter 189 as a “dependent special district” due to the appointment of its Board Members by the County. The Authority is not a component unit of Escambia County, and under the provisions of its governing statute under Chapter 154, Part III, it operates independently and is self-supporting. The Authority does not receive funds from any federal, state or local governmental body. The Authority has no taxing power. Revenues are acquired from fees generated by the Authority’s bond issuance activities, and interest earnings on invested accumulated reserves and depository accounts. The Authority’s fiscal year commences October 1 and ends the following year on September 30.

The Authority is a conduit bond issuer. The bonds are limited obligations of the Authority payable only out of revenues pledged by the health care organization to which the bond proceeds are loaned. The bonds do not constitute a debt or pledge of the full faith and credit of the Authority, the County, the State of Florida, or any political subdivision thereof. The Authority’s interests and obligations under the financing documents are assigned through a Trust Indenture to a corporate trustee who assumes all responsibility for receiving and applying debt service payments; receiving, investing, and distributing bond proceeds as required under the Indenture, and acting as paying agent on the bonds. The Authority is not required to provide for audits of the bond issues and none are requested in this RFP.

The Authority Board has five appointed members, each serving staggered four year terms. Its current members and primary officers are Jim Hall (Chairman); Michael Kohler (Vice Chairman); Keith Bullock (Secretary); Susan Ashley and Eugene Franklin. The Authority has no employees. The operations of the Authority are handled by an administrator, Virginia L. Yeagle, CPA. The Authority has contracted with Ms. Yeagle to provide all administrative services, and certain accounting services, including monthly reconciliation of all depository and investment accounts. The Authority’s financial records are maintained by its Administrator on a cash basis

using QuickBooks Pro accounting software. Adjustments to convert to an accrual basis are made at year end by the Administrator.

Legal services are provided to the Authority by Michael Stebbins, PL.

The Authority's main assets consist of (a) cash in qualified public depositories and in Florida Prime (State Board of Administration Local Government Surplus Funds Trust Fund); and (b) investments, the majority of which are managed by a professional investment manager through Regions Bank Corporate Trust in Birmingham, AL. The Authority has adopted an Investment Policy. The major sources of revenue are investment earnings and annual bond fees. Major expenses include fees for professional services, office lease expenses; operations expenses; audit expenses; and continuing education related travel expenses.

The Authority established a Grant Program whereby it provides grants to local non-profit organizations which provide health related services to residents of Escambia County. The Authority has an application process and guidelines for the award of grants. The organization receiving the grant is not obligated to repay any portion of the grant, so long as the granted funds are used in accordance with the application and terms and conditions of the award. Grants are funded from Authority reserves in amounts designated from time to time by the Authority. The grant program may be discontinued at any time in the discretion of the Authority.

Additional information and background on the Authority and its operations can be found on its website: www.ehealthfinance.org

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
REQUEST FOR PROPOSAL
Proposal Number 2022-01

I. GENERAL INFORMATION

1. Invitation: Escambia County Health Facilities Authority Audit Committee invites qualified firms of Certified Public Accountants to submit a proposal to conduct the annual audit of the Escambia County Health Facilities Authority (hereafter, the “Authority”) basic financial statements for the fiscal year ended September 30, 2022 with an option to provide auditing services for the five subsequent fiscal years (2023 - 2027) upon mutually agreeable terms.
2. Renewals: Renewal of the audit firm’s engagement for subsequent fiscal year audits is contingent upon cost factors, mutual agreement, satisfactory performance by the firm in a prior year’s audit, availability of funds and Authority Board approval. The Authority will notify the audit firm within 60 days prior to the end of its then current fiscal year of its intentions concerning renewal of the engagement. The Authority reserves the right in its discretion to decline to renew an engagement for any reason. In the event the audit firm declines to renew its engagement, the firm shall notify the Authority not later than 90 days prior to the end of the Authority’s then current fiscal year.
3. Reserved Rights: The Authority reserves the right to negotiate rates, terms and conditions based on changes of circumstances after proposals are received or to reject all proposals and extend another RFP for audit services, as may be in the Authority’s best interest.
4. Standards: The audit is to be conducted in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S. General Accounting Office’s (GAO) Government Auditing Standards and the Rules of the Auditor General of the State of Florida. Section II of this Request for Proposal explains the nature of services required that your firm is asked to bid upon.
5. No reimbursements: There is no expressed or implied obligation for the Authority to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
6. Proposal Submission: Prospective firms should submit detailed proposals on or before 4:00 p.m. CDT on Tuesday, September 6, 2022. One paper copy in a sealed envelope should be delivered to the Authority’s office located at 1019 North 12th Avenue in Pensacola, Florida by this deadline. The proposer’s name and address should be clearly displayed on the front of the sealed envelope.

7. Proposal Format: The Proposal should be submitted in the format outlined in Section III, "Proposal Document Instructions."
8. Questions and Site Visit: No pre-RFP submission conference will be held. Any questions should be submitted by email to the Authority Administrator. The audit report for the year ended September 30, 2021, and other financial information, can be downloaded from the Authority's website on the Public Information page.
9. Contract Terms: Any action of the Authority in accepting a proposal for professional services is subject to and contingent upon the execution of a written engagement agreement ("Agreement") between the Authority and the Proposer. All engagements shall be for a single fiscal year audit on mutually agreeable terms and conditions. The Request for Proposals and the Proposal submitted in response thereto shall be included and incorporated in the final Agreement. Any and all legal action to enforce the terms of the Agreement shall be brought in Escambia County, Florida and the Agreement will be interpreted according to the laws of the State of Florida.

A sample engagement letter should be provided with your proposal. No firm submitting a proposal shall include a provision in a contract or agreement with the Authority requiring the Authority to hold harmless or indemnify any person, partnership, association, corporation or other form of entity. By responding to the bid, the firm is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm's written submission.

10. Schedule of key dates for the 2022 fiscal year audit:

September 6, 2022	Submission of Sealed proposals by 4pm CDT
September 7, 2022	Audit Selection Committee Meeting to open and review proposals
September 21, 2022	Audit Selection Committee Meeting to rank proposals and select top 3 firms to present to Authority Board
September 27, 2022	Authority Board Meeting to select firm

The Authority's books for the fiscal year ended September 30, 2022 will be available to the auditors by November 15, 2022. The audit may begin any time thereafter as long as delivery of the audited financial statements and reports are presented at the Authority's 2023 March Board meeting which is tentatively scheduled for March 21, 2023.

Please provide anticipated start and completion dates in your response to RFP. A work schedule will be developed by the Authority and the selected audit firm prior to commencement of the audit.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work

The Authority requests the audit firm to express an opinion on the fair presentation of the financial statements in conformity with generally accepted accounting principles. The financial statements will be presented in accordance with the financial reporting model described in GASB Statements. The auditor is to provide an opinion on the respective financial position of the business type activities based on the auditing procedures applied during the audit of the financial statements.

The Authority is responsible for completing the Management's Discussion and Analysis section of the financial statements.

B. Auditing Standards to be Followed

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

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
2. Governmental Auditing Standards (as amended) also known as the Yellow Book as promulgated by the Comptroller General of the United States.
3. The State of Florida Rules of Auditor General Chapter 10.550, Local Governmental Entities, which includes Section 218.39 of the Florida Statute.
4. Audits of States, Local Governments, and Non Profit Organizations as published by the American Institute of Certified Public Accountants.
5. Any future audit conventions, audit procedures, or audit pronouncements from or by any state or federal agency establishing generally accepted auditing standards, or statute from a government entity or other authoritative entity concerning audits of monies administered or managed by the Authority.

C. Reports to be Issued

The following reports are required to be timely issued and delivered to the Authority:

1. The Authority's financial statements on a fiscal year basis presented in accordance with the financial reporting model included in GASB Statements. The financial statements shall be issued as a bound paper copy, with duplicates in an amount to be determined by the Authority.

2. Independent Auditor's Report (included in financial statements) prepared in accordance with AICPA Professional Standards pursuant to Florida Auditor General Rule 10.556 (10).
3. Report on Internal Controls Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards (included in financial statements).
4. Independent Accountant's Report on Compliance with Section 218.415, Florida Statutes (included in financial statements).
5. Management Letter (included in financial statements).
6. A converted PDF version of the audited Financial Statements (not a scanned version) for filing with state agencies as required by Florida law. This PDF version for each fiscal year should be titled in the following format: [year]escambiacountyhealthfacilitiesauthority.pdf

Example: 2021escambiacountyhealthfacilitiesauthority.pdf

D. Working Paper Retention and Access to Working Papers

All audit working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the Authority of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Authority and the following parties or their designees:

1. Escambia County
2. State of Florida Auditor General

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.

III. PROPOSAL DOCUMENT INSTRUCTIONS

A. General Requirements

Proposal should include the following

1. Title page, including the name, address, and phone number of the firm; and the name and email address of the firm's contact person.

2. Table of contents
3. Transmittal letter stating: 1) The proposer's understanding of the work to be performed; 2) the commitment to perform the work within the time period; 3) a statement as to why the firm believes it to be the best qualified to perform the engagement; 4) a commitment to be available to meet with the Authority, its staff as needed; and 5) the names of persons authorized to represent the Proposer, their title, email address, and telephone number, if different from the individual who signs the transmittal letter. This letter must be signed by the individual authorized to commit the firm.
4. Body of Proposal – see below
5. Completed and signed copies of the Proposer Guarantee (Appendix A); Proposer Warranties (Appendix B); Sworn Statement under Section 287.133(3)(a), F.S. (Appendix C); Summary Schedule of Professional Fees and Expenses (Appendix D); and the RFP Exceptions Page (Appendix E).

B. Body of Proposal

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the Authority 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 proposal should address all the following points outlined in the request. It should provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request. While additional data may be presented, responses to items No. 1 through 8 must be included.

1. Independence

The firm should provide an affirmative statement that it is independent of the Escambia County Health Facilities Authority as defined by current professional standards. Professional standards refer specifically to Generally Accepted Auditing Standards as established by the American Institute of Certified Public Accountants and Generally Accepted Government Auditing Standards established by the U.S. General Accounting Office.

2. Licensed to Practice in Florida

An affirmative statement should be included indicating that the firm and all key professional staff are properly registered/licensed to practice in Florida and meets all additional qualifications under generally accepted governmental accounting standards (GAGAS).

3. Firm Qualifications and Experience

- a. The proposal should state the organization and size of the firm; and whether the firm is local, regional, national or international in operation;
- b. The location of the office from which the work will be done, the number of professional staff by staff level employed at that office, and the size of the firm's governmental audit staff.
- c. A description of the range of activities performed by the local office such as auditing, accounting, tax service, or management service.
- d. A statement on the Proposer's staff capability to analyze, understand and audit investment accounts with multiple classes of securities, and to review monthly detailed statements from the third-party custodian and investment manager.
- e. The firm is also required to submit a copy of its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific governmental engagements.
- f. 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.

4. Partner, Manager, Supervisor and Staff Qualifications and Experience

The firm should identify the principal management and supervisory staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a Certified Public Accountant in Florida. The firm also should 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 performance of this audit.

Engagement partner, managers, other supervisory staff and specialist may be changed if those personnel leave the firm, are promoted or are assigned to other clients or offices. The personnel may also be changed for other reasons. However, the Authority retains the right to approve or reject replacements.

5. Similar Engagements with Other Entities/References

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 (5) years that are similar to the engagement described in this request for proposal. At least three (3) of the engagements should be local governments or special districts. Indicate the scope of work, dates of the engagements, name of the engagement partner, total audit hours, and the name and telephone number of the principal client contact.

6. 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 B. of this request for proposal. In developing the work plan, references should be made to sources of information needed to perform the audit, such as the Authority's prior period financial reports, bank statements, financial records etc.

7. Identification of Potential Problem Audit Areas

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 Authority.

8. Cost

a. Total All Inclusive Minimum to Maximum Price Range

The proposal should contain all pricing information relative to performing the audit engagement as described in this request. The total all-inclusive price range should contain all direct and indirect costs including all reasonable out-of-pocket expenses. Please note that the Authority will not compensate the firm for travel expenses of its employees to perform audit work in the Authority offices or elsewhere, or to attend the Authority meetings. No such expenses should be included in calculating the price for services to be performed. The proposed price range should be documented in the format included in Appendix D.

If the firm is selected to provide audit services, the engagement letter will include more detailed information on how services will be billed within the price range specified on Appendix D.

b. Notice regarding Additional Professional Services

If it should become necessary for the Authority to request the auditor to render any additional services to supplement the services requested in this request, then such additional work shall be performed only if set forth in an addendum to the contract between the Authority and the firm.

IV. EVALUATION AND SELECTION OF PROPOSALS

After determining that a proposal satisfies the mandatory requirements stated in the request for audit services, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made by using subjective judgment. The firms submitting a proposal shall be ranked using the evaluation criteria below.

After an initial screening process of the RFP, a technical question and answer conference or interview may be conducted, if deemed necessary by the Authority's Audit Selection Committee to clarify or verify the proposer's proposal and to develop a comprehensive assessment of the service.

The Audit Selection Committee reserves the right to consider historic information and facts, whether contained from the proposer's proposal, question and answer conference, references or any other source, in the evaluation process.

The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and that the Audit Selection Committee is under no obligation to solicit such information if it is not included with the proposer's proposal. Failure of the proposer to submit such information may cause an adverse impact on the evaluation of the proposer's proposal.

Evaluation Factors:

1. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for consultation.
2. Firm's commitment to keeping the same team assigned to the Authority's contract for each successive year's engagement whenever possible.
3. The firm's past experience and performance on comparable engagements (include at least 3 references), and its expertise with similar governmental entities/special districts.
4. The firm's Peer Review results under the AICPA's Peer Review Program.

5. The Firm's experience and performance with the Federal and Florida Single Audit Acts (as applicable) and test of compliance with laws and regulations.
6. The firm has no conflicts of interest with regard to any other work performed for the Authority.
7. The proposed approach to the Audit,
8. Ability to meet audit timetable.
9. Location of Firm's office assigned to perform the audit.
10. The Firm's adherence to the instructions and guidelines in this request for proposal on preparing and submitting the proposal.
11. Any other criteria which the Audit Selection Committee deems in their discretion to be prudent and necessary to evaluate the proposals.
12. Proposed all-inclusive Cost of the Audit.

Ranking and Award of Contract:

The Audit Selection Committee will rank the Proposals by assigning up to 90 cumulative points for Factors 1 – 11 and up to 10 points for Factor 12. The highest score is 100 points. After the Audit Selection Committee concludes its review and ranking of the proposals submitted, the three top ranked proposals will be submitted to the Authority's Board for consideration at the next scheduled meeting. The Authority reserves the right to negotiate with the top ranked firm as to any aspect of the proposal, including the proposed cost of the audit. If the proposal of the top ranked firm is acceptable to the Authority as presented, no negotiations will be undertaken, and the firm will be engaged for the Fiscal Year 2022 audit. In the event the Authority begins negotiations but is unsuccessful, it will open negotiations with the second ranked firm, and if not successful, with the third ranked firm. Negotiations will be handled by the Authority's Administrator.

V. SPECIAL PROVISIONS

A. Prerogatives

The Authority Selection Audit Committee and/or the Authority Board reserves the following prerogatives:

1. To reject any or all proposals, in whole or in part; to re-advertise for new proposals; and to accept the proposal that in its judgment is the best proposal of a responsible, qualified responder.
2. To change audit phase and report due dates.
3. To terminate the engagement following 10 days written notification to the audit firm. Fees for services performed to that date will be paid upon receipt of an itemized invoice.

B. Contract Period

The professional services contract shall apply to the annual audit for the fiscal year ending September 30, 2022, with optional extensions for up to five (5) subsequent fiscal years audits, subject to mutually agreeable terms and conditions being negotiated prior to audit commencement for each fiscal year. See Section I General Information for more details.

C. Contract Not Assignable

The proposer cannot transfer any interest or provide for the assignment of the professional services contract with the Escambia County Health Facilities Authority either in whole or in part, without the expressed written permission and consent of the Authority's Administrator.

D. Payment

Payment for services rendered will be based upon receipt of an invoice from the audit firm. All billings should indicate the percentage of work completed. Amounts billed of the maximum price will not exceed the percentage of completion. Not more than 70% of the fee will be paid prior to receipt of a draft copy of the financial statements and management letter comments.

E. Ownership & Applicability of the Florida Public Records Law

All proposals and reports become property of the Escambia County Health Facilities Authority upon submission, for use as deemed appropriate. Proposals and reports are public records and subject to public examination and copying on request. Any engagement letter must contain a provision that the auditor will comply with applicable public record laws of Florida. Work papers must be available for references and reproduction by the Authority, Escambia County, and Auditor General of Florida, for a period of five (5) years from submission of the reports, or

the applicable public records retention period as established under Florida regulations. Copies of adjusting entries and trial balances, if applicable, will be provided to the Authority upon completion of the audit.

F. Confidentiality

All proposals, for the purpose of selection, will be kept in strict confidence by the Audit Committee. The invitees and subsequently selected audit firm may not issue news releases or other public notification regarding this project without the prior approval of the Authority. Proposals are subject to the Public Records laws after selection of the audit firm.

G. Special Meetings

The Authority reserves the right to request a formal planning meeting with the auditor prior to the start of the audit work each year. This meeting will take place on a date selected by the Authority, which could coincide with its regularly scheduled meeting date in that month. Progress meetings with the auditor will be held as deemed necessary by the Authority's Administrator to gauge audit progress and assist in facilitating the timely completion of the audit.

An exit conference by the auditor with the Authority's Board will be held at the end of the audit to discuss findings and recommendations resulting from the audit work performed and a draft copy of the report will be provided at this time. In addition, special meetings of the Authority Board will be scheduled when matters involving the potential of fraud, theft, misuse or misrepresentations on financial reports or similar matters are discovered that require notification and/or the determination of a course of action.

The auditor will notify the Authority Administrator when a meeting for this purpose is required.

APPENDIX A

PROPOSER GUARANTEE

The proposer certifies it can and will provide and make available all services set forth in Section II. Nature of Services Required.

Signature of Officer: _____

Name: _____

Title: _____

Firm: _____

Date: _____

This page must be signed and submitted as part of your RFP to be considered valid.

APPENDIX B

PROPOSER WARRANTIES, INDEMNIFICATION AND HOLD HARMLESS

- A. Proposer warrants that it is willing and able to comply with the State of Florida laws with respect to foreign corporations doing business in the State of Florida.
- B. Proposer warrants that it has errors and omissions insurance policy with coverage of not less than \$1,000,000 for the willful or negligent acts or omissions of any partners, officers, employees or agents thereof and proof shall be submitted upon award of contract.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- D. To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold harmless the Authority, its officers, agents and employees, from liabilities, damages losses, and costs including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful conduct of Contractor in the performance of its contract with the Authority for the provision of audit services.

Signature of Officer: _____

Name: _____

Title: _____

Firm: _____

Date: _____

This page must be signed and submitted as part of your RFP to be considered valid.

APPENDIX C

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON
PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

STATE OF FLORIDA
COUNTY OF _____

This sworn statement is submitted to ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY

by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is _____
and (if applicable) its Federal Employer Identification (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

1. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid, proposal, reply or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
3. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

4. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

SIGNATURE OF ABOVE NAMED PERSON

Sworn to and subscribed before me this ____ day of _____, 2022, by the above named person who is personally known to me or who produced _____ as identification.

[seal]

NOTARY PUBLIC, STATE OF FLORIDA

My commission Number: _____

My commission expires: _____

APPENDIX D

SUMMARY SCHEDULE OF PROFESSIONAL FEES AND EXPENSES (ALL-INCLUSIVE MINIMUM TO MAXIMUM PRICE RANGE) FOR PROFESSIONAL AUDIT SERVICES FOR THE YEAR ENDED SEPTEMBER 30, 2022

Total proposed all-inclusive minimum to maximum price range to provide audit services for fiscal year 2022 as described herein:

Minimum \$ _____ to Maximum \$ _____

This page must be signed and submitted as part of your RFP to be considered valid.

APPENDIX E

RFP EXCEPTION PAGE

The proposer must note below all exceptions to the RFP specifications.

I certify that the following are the only exceptions to the RFP specifications and all forms attached.

If your RFP meets all specification for this RFP except as noted above, sign here:

Name and Title: _____

Company: _____

Date: _____

This page must be signed and submitted as part of your RFP to be considered valid.