

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Guy Gowens, Chief of Staff
Wendy Dugan, Division of Administration Director

FROM: April Murray, Procurement Officer of RFP 18-002

DATE: April 12, 2018

SUBJECT: *Supplement – Governing Board Item 8, Page 37*
Consideration of RFP 18-002 District Inspector General Services

Recommendation

Staff recommends the Governing Board:

1. Award the contract for RFP 18-002 District Inspector General Services to Law, Redd, Crona & Munroe, P.A.;
2. Authorize the Executive Director to execute the contract with this firm; and
3. Pending a level 2 background check and signed contract, appoint Francis “Marvin” Doyal, C.P.A., C.I.G., within this firm to be designated as and hold the title of Inspector General for the District as contemplated by Section 373.079(4)(b), Florida Statutes during the term of the contract.

Background

After approval was received at the last Board meeting to release a Request for Proposals (RFP) for Inspector General Services, staff released the RFP on Friday, March 9, 2018 with sealed proposals due Wednesday, March 28, 2018. One proposal was received from the firm of Law, Redd, Crona & Munroe, P.A. The selection committee evaluated the proposal using criteria specified in the RFP that addressed qualifications, relevant experience, ability to furnish required services, location, costs, references, and minority designation. An average of the points for each criterion from the three evaluators was calculated and totaled.

One of the requirements of the RFP was for the proposal to identify an individual within the firm who is to be appointed by the Board to hold the title of Inspector General for the District and possess at the time of appointment, or obtain within the first year after appointment, a certification from the Association of Inspectors General as a certified

inspector general (CIG). This proposal identified Mr. Marvin Doyal who possesses the CIG certification, to serve as the District Inspector General.

Pursuant to District policy, if less than two responsive proposals for contractual services are received, the District may negotiate on the best terms and conditions, document the reasons that such action is in the best interest of the District in lieu of resoliciting competitive sealed proposals, and maintain this documentation in the contract's file. Given that Law, Redd, Crona & Munroe, P.A., has: (1) served as the District's Inspector General for the previous six years providing effective solutions and adhering to professional standards; (2) proposed a blended hourly rate of professional staff less than previously charged; and (3) scored 91 out of 100 points on their proposal, District staff has determined that contracting with this firm is in the best interest of the District without resoliciting for competitive sealed proposals.

The RFP provides for an initial contract with a base term of six (6) years, with an option for a renewal of four (4) years at the District's discretion. Hours charged during Fiscal Year 2017-18 are not to exceed 320 and 400 per District fiscal year thereafter.

The RFP timeline anticipates a signed contract by April 19, 2018, with work beginning immediately so that the District Inspector General will be able to present the risk assessment and FY 2017-18 annual audit work plan at the May 10, 2018, Board meeting followed by related audit findings and recommendations at the September 13, 2018, Board meeting.