LAFAYETTE COUNTY BOARD OF COUNTY COMMISSIONERS

REQUEST OF PROPOSALS

Request for Proposal Title:	Professional Auditing & Accounting Services
Deadline for Submissions:	Friday, November 20th, 2026, at 3:00 p.m.
Opening Location/Date/Time:	Tuesday, November 24th, 2026 At 4:00 p.m., or soon thereafter County Commissioners Meeting Room Lafayette County Courthouse 120 W Main St. Mayo, FL 32066

The Board of County Commissioners will receive sealed responses to this Request for Proposals (RFP) from qualified individuals or firms of certified public accountants to audit its financial statements. The Lafayette County government is comprised of the Board of County Commissioners and the following Constitutional Officers: Clerk of Circuit Court & Comptroller; Property Appraiser; Sheriff; Supervisor of Elections; and Tax Collector. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits set forth in the Governmental Audit Standards issued by the Comptroller General of the United States and the provisions of the Federal and State Single Audit Acts. Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.005 Florida Statutes, the Florida's Consultants' Competitive Negotiation Act (CCNA) and Lafayette County ordinances.

All the Constitutional Officers and County Commissioners are governed by and derive their operating authority from the constitution and laws of the State of Florida. Section 218, Florida Statutes requires an annual financial audit of all County agencies. Section 11.45(1)(d) defines a financial audit as "an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with generally accepted auditing standards and government auditing standards as adopted by the Board of Accountancy."

The Lafayette County Audit Committee is soliciting the services of qualified firms or individuals of certified public accountants to audit its financial statements, and the financial statements of the Constitutional Officers, for the fiscal years ending September 30, 2026, 2027, and 2028, with automatic annual renewal after the initial three (3) years, unless cancelled in written form by the County at least 90 days prior to the end of the fiscal year to be audited. These audits shall be performed in accordance with the provisions contained in this Request for Proposal.

This solicitation does not commit the Audit Committee to award a contract, to pay any costs incurred in the preparation of a response or to procure our contract for services. The Lafayette County Audit Committee reserves the right to reject any and all responses received, to negotiate with all qualified responders, to cancel in part or in its entirety this solicitation or re-advertise if it is in the best interest of the County to do so. Submitting an incomplete response can result in disqualification.

The Board of County Commissioners does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status. Lafayette County is an AA/EOE employer and requires all contractors and subcontractors to comply with Executive Order 11246.

FORM OF GOVERNMENT: The County operates under a non-charter commission/administrator form of government, with a governing board consisting of five county commissioners, elected by district to staggered four-year terms. Each commission member must meet district residency requirements.

FUND STRUCTURE: At the time of this RFP, Lafayette County (excluding Constitutional Officers) has a General Fund, ten (10) Government Funds, and one (1) Enterprise fund

PREVIOUS AUDIT REPORTS: Respondents are encouraged to view past audit reports of the Board of County Commissioners and Constitutional Officers, which can be obtained from the Clerk's website at www.lafayetteclerk.com.

RETIREMENT PLANS: Lafayette County participates in the Florida Retirement System (FRS); a Multiple Employer Cost-Sharing Plan.

SUBCONTRACTING/JOINT PROPOSALS: Respondents shall not use subcontracted services for preparation, execution, or submission of auditing and accounting services for Lafayette County.

INSURANCE: Each respondent shall furnish its Certificate of Insurance evidencing insurance coverage within ten (10) calendar days after award. The Lafayette County Board of County Commissioners requires proof of insurance in the amount of one million dollars. Failure to provide a Certificate of Insurance that complies with the General Information and Minimum Insurance Requirements within the ten (10) calendar days shall provide the basis for termination of award.

SUBMISSION OF PROPOSALS: Proposals must be submitted by paper (hand-carry) or mailed to the Front Counter of the Lafayette County Clerk's Office at 120 W. Main Street PO Box 88, Mayo, FL 32066 Attention: Clerk to the Board. **Proposals must be received no later than Friday, November 20th, 2026, before 3:00 p.m.** Any proposals received after this date and time will be rejected and considered non-responsive. NO FAXED BIDS WILL BE ACCEPTED. Proposals will then be publicly read at the Lafayette County Commissioners Meeting Room, Lafayette County Courthouse, 120 W. Main Street, Mayo, FL 32066, on Tuesday, November 24th, 2026, at 4:00 p.m., or as soon thereafter as able.

POINT OF CONTACT: **Respondents are directed not to contact evaluating committee members, County Commissioners, Elected Officials, County departments, or divisions until award has been made by the Board of County Commissioners. ALL QUESTIONS FROM RESPONDENTS MUST BE SUBMITTED VIA EMAIL TO NIKI SHAW, FINANCE DIRECTOR, AT NSHAW@LAFAYETTECLERK.COM.**

EXAMINATION OF RFP DOCUMENTS: Each Respondent shall carefully examine the RFP and other contract documents and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent will in no way relieve the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the scope of work, or be in doubt as to their meaning, Respondent shall at once notify the listed contact.

INTERPRETATIONS/ADDENDA: Any ambiguity, conflict, discrepancy, omissions, or other error discovered in this solicitation must be reported immediately and a request made for modifications or clarification.

Requests for additional information or clarifications must be made in writing and submitted to the listed contact by the question deadline.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the RFP opening date. Respondents should not rely on any representations, statements, or explanations other than those made in this solicitation or in any addendum to this solicitation. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the Respondent's responsibility to be sure all addenda were received. The Respondent should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Respondents are required to acknowledge the number of addenda received as part of their submission of the proposal. Respondents shall submit the Addendum Acknowledgement Form as provided.

FIRM OFFER: Proposals must include the information that is specifically requested herein, as well as such additional information as a Respondent deems relevant to the process. Each Respondent agrees that the proposal submitted constitutes a firm offer to the Board that cannot be withdrawn for one-hundred and twenty (120) days from the proposal due date. Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the criteria contained.

INDEMNIFICATION: The Respondent shall defend, indemnify, and hold harmless the Lafayette County BCC, its officers, agents, and employees from any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorney's fees, court costs, expenses, caused or alleged to be caused by intentional or negligent acts of, or omission of agent/broker, its agents or employees or officers or accruing from the subject matter of an approved contract. Agent/ broker shall defend any lawsuit or proceeding brought against the County by reason of such claim or action arising out of the approved contract.

CRITERIA: The Audit Committee will utilize objective criteria when evaluating and ranking qualified respondents based upon a 100-point scoring system. These criteria are outlined below:

- **Qualifications and Experience – 35 points**
  - The firm's demonstrated ability to provide quality, cost effective, professional auditing services (5 points)
  - The firm's experience and performance on comparable Florida government engagements (15 points)
  - Ability to ensure orderly communications, distribution of information, effective coordination of activities, and accountability (5 points)
  - Experience regarding projected or required deadlines, and their demonstrated ability to meet those deadlines (10 points)

- **Audit Team/Staff – 30 Points**
  - The quality and experience of the firm's professional personnel to be assigned to this engagement (15 points)
  - Audit team's length of experience in comparable Florida governmental audits (10 points)
  - Audit Staff's previous experience demonstrated success in completing similar projects (5 points)

- **Previous Engagements/References -15 Points**
  - Results of information obtained from current and former governmental client reference list provided by Respondent. References with emphasis on similar engagements. Proposal will be evaluated based on audit experiences that include the services outlined in the Scope of Work and Services required. Projects completed for Lafayette County, other adjacent counties, and other state or federal agencies will be considered.

- **Peer Review and Disciplinary Actions - 10 Points**
  - Provide the most recent peer review report conducted. If there is a pending change to the firm's peer review report, that must be disclosed in the RFP.
  - Provide the results of any desk or field review of their audits by Federal or State agencies.
  - Provide information on any disciplinary action taken against the firm at the Federal or State level and, if such action is undertaken, provide the current status of such action.

- **Proposed Pricing - 10 Points**

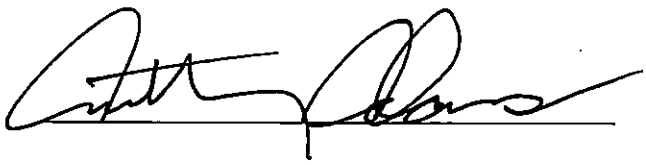
- **Proposed Pricing - 10 Points**

PRESENTATION TO THE BOARD: County staff shall submit an agenda item for presentation to the Lafayette County Board of County Commissioners requesting consideration and approval to award based on the recommendation of the Audit Committee according to the overall ranking and request authorization to negotiate a contract with the top-ranked firm or individual.

BCC RIGHT TO REJECT: The County reserves the right, in its sole discretion, to reject any and all proposals, to cancel or withdraw this bid at anu time, waive informalities in any or all proposals, to re-advertise for proposals, and to separately accept or reject any item or items and to award and/or negotiate a contract in the best interest of the Lafayette County BCC. Therefore, the County is not bound to award any contract(s) based on the quoted price. The County, in its sole and absolute discretion, also reserves the right to waive minor defects in the process and to accept the bid deemed to be in the County's best interest. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in the amount of five percent (5%) of the bid price.

CONTRACT: A contract shall be drafted and forwarded to the County Attorney's office for review and approval. After a final review the contract will be forwarded to the firm or individual for review and execution.

FULL CONTRACT EXECUTION: County staff shall prepare an agenda item presenting the contract between the successful firm or individual and the Board of County Commissioners and request authorization for the Chairman to execute the agreement. The Board of County Commissioners retains full discretion to approve or to reject the contract.



Anthony Adams, Chairman
Lafayette County Board of County Commissioners

INFORMATION TO RESPONDENTS

The County's intended schedule for the selection is as follows:

Event	Date	Time	Location
Release of RFP	10/14/26		• County Website, Lafayettecountyfl.org • Email/Mail to contact list
Deadline for Questions	11/6/26	5:00 pm	[redacted]
Deadline for Submissions	11/20/26	3:00 pm	Lafayette County, Clerk of Court, 120 West Main St., Mayo, FL 32066
RFP Opening	11/24/26	4:00 pm	Lafayette County Commissioner Meeting Room, Lafayette County Courthouse, 120 West Main St., Mayo, FL 32066
Committee Evaluation/Ranking:	TBD	TBD	TBD
Recommendation	12/9/2026	9:00 am	Lafayette County Commissioner Meeting Room, Lafayette County Courthouse, 120 West Main St., Mayo, FL 32066

Responders must submit to the Clerk of Court, Front Counter, 120 W. Main St., Mayo, FL 32066, one original and seven copies (8 in total); and label on the outside of the envelope as **"SEALED RFP FOR PROFESSIONAL AUDITING & ACCOUNTING SERVICES".**

NO FAXED BIDS WILL BE ACCEPTED.

Anyone wishing to obtain RFP documents may contact the Lafayette County Clerk of Court, 386-294-1600, or may download these documents from the County's website, Lafayettecountyfl.org. Any questions concerning the solicitation should be directed to Niki Shaw, nshaw@lafayetteclerk.com by Thursday, November 6th, 2026, at 5:00 p.m. Written replies will be issued as an addendum and will be available by request, or on the County's website, Lafayettecountyfl.org. Questions received after the deadline will not be answered.

Scope of Services: Lafayette County, Florida is requesting proposals from qualified firms of certified public accountants to audit its financial statements, as detailed in the following Scope of Work.

Selection Process: Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.005 Florida Statutes, the Florida's Consultants' Competitive Negotiation Act (CCNA) and Lafayette County ordinances. The Audit Committee will use essential criteria when evaluating and ranking qualified respondents.

SCOPE OF WORK

1.1 Lafayette County desires the auditor to express opinions on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles including the County, Board of County Commissioners, and each Constitutional Officer.

1.2 Lafayette County also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles; specifically, the budgetary comparison statements for the General Fund and the Major Revenue Funds.

1.3 The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

1.4 The auditor is not required to audit the schedule of expenditures of federal and state awards. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

1.5 Lafayette County may produce a CAFR. If desirous of producing such, Lafayette County will forward its CAFR to the Government Finance Officers Association of the United States and Canada for review in its Certificate of Achievement for Excellence in Financial Reporting Program.

1.6 **REPORTS TO BE ISSUED: Following** completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1.6.1 An opinion on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal and state awards "in relation to" the audited financial statements will be provided for the County, the Board of County Commissioners, and the individual Constitutional Officers if applicable.

1.6.2 A report on compliance and internal control over financial reporting based on an audit of the financial statements in accordance with the Governmental Auditing Standards.

1.6.3 A report on compliance and internal control over compliance applicable to each major federal program and state financial assistance project.

1.6.4 A letter of compliance on the Local Governmental Entity Financial Condition Assessment as required by the Florida Auditor General Chapter 10.550 (most recent effective date).

1.6.5 A report on compliance with Section 218.415, Florida Statutes.

1.6.6 A report on compliance with Section 365.172(10) and Section 365.173(2)(d), Florida Statutes.

1.6.7 For the Clerk of Courts & Comptroller, a report on compliance with Section 28.35 and Section 28.36, Florida Statutes.

1.6.8 For the Clerk of Courts & Comptroller, a report on compliance with Section 61.181, Florida Statutes.

1.6.9 Any other attestations/audits as may be required by Florida Statutes or Florida Administrative Code. This includes, but is not limited to:

1.6.9.1 A report on the fair presentation of the Statement of County Funded Court-Related Functions, Section 29.0085, Florida Statutes.

1.6.9.2 Submission of the Annual Financial Report to the Florida Department of Financial Services.

1.7 TIME REQUIREMENTS FOR SERVICES:

1.7.1 Field Work – For the first year of the engagement, planning of the audit fieldwork should commence immediately after the execution of a professional services agreement between the Board and the accounting firm. During each audit year, the County may develop interim work procedures including an information entrance conference and an informal preliminary exit conference.

1.7.2 Preparation of Financial Statements – The auditor will be responsible for the preparation of the required financial statements and the accompanying notes for the Board of County Commissioners, Clerk of Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector.

1.7.3 Audit Report Deadline and Distribution – The audit report, in its final form, which shall include the auditor's opinion, audited financial statements, and management letters, is to be completed during the first year of the contract (2025) no later than May 1st. For all following years of the contract, the audit report in its final form shall be completed no later than April 1st. Replies to the management comments will then be prepared by the County Administrator under the Board of County Commissioners and each of the Constitutional Officers. The replies will be provided to the accounting firm to be used for final review. Separate audit exit conferences for discussion of audit findings will be held with the County Administrator and Finance Director for the Board and each Constitutional Officer prior to submission of the final report. The audit report will then be duplicated by the accounting firm, and printing and reproduction costs incurred shall be borne by the accounting firm (at least 6 copies and an electronic file) and presented to the Board at a regularly scheduled meeting upon request.

1.8 ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

1.8.1 The Board of County Commissioners' staff and Constitutional Officers' staff and responsible management personnel will be available during the audit to assist the Auditor by providing

certain audit schedules, information, documentation, and explanations. The Clerk's Office Finance Department will provide the Auditor with reasonable workspace, desks, and chairs.

1.8.2 Report Preparation – All reports shall be the responsibility of the auditor (prepare, assemble, type, print, and bind). These shall include, but are not limited to, the following:

1.8.2.1 Combined and individual financial statements audit reports for the Board of County Commissioners, Clerk of the Circuit Court, Supervisor of Elections, Sheriff, Tax Collector, and Property Appraiser.

1.8.2.2 Countywide Annual Financial Report of Units of Local Government.

1.9 AUDITOR INDEPENDENCE

The Auditor affirms that it is independent of Lafayette County, as defined by generally accepted auditing standards and the United States General Accounting Office's Government Auditing Standards. The Auditor shall give the County written notice of any professional relationships involving the County or any of its agencies entered into during the period of the Agreement.

1.10 ADDITIONAL RESPONSIBILITIES

Auditor is responsible for planning and performing the audit to obtain reasonable assurance that material misstatements caused by fraud or error are detected. Auditors are not responsible for detecting immaterial misstatements caused by fraud or error.

1.11 PLANNING

There shall be a planning state and said planning state will involve meetings with the Auditor and the Clerk, or his designee, to set forth time frames and schedules for conferences during the audit and the exit conference. The requirements in the RFP as to report to the Audit Committee are in addition to the conferences and exit conference referenced herein.

1.12 WORK PAPER RETENTION AND ACCESS TO WORK PAPERS

All work 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 Lafayette County of the need to extend the retention period. The auditor will be required to make work papers available, upon request to parties or their designees, including, but not limited to, parties designated by the Federal or State governments or by Lafayette County as part of an audit quality review process.

INSTRUCTIONS TO RESPONDERS

To be considered responsive, all submittals must be made in accordance with these instructions.
Submittals shall include the following information and shall be organized in the following order.

A. Title Page: Include name of firm, address, phone number, contact person.
    a. Summary Page form solicitation packet

B. Table of Contents

C. Letter of Transmittal: Limit to one page.
    1. Name, title, and contact information of person(s) authorized to make representations on behalf of the firm.

D. Describe the firm's experience on comparable Florida government engagements and the firm's ability to perform quality, cost effective, and professional auditing services (Limit to four pages)

E. Provide the most recent peer review report conducted, any pending changes to the firm's peer review report, the results of any desk or field review of the firm's audits by Federal or State agencies, and any disciplinary action taken against the firm at the Federal or State level.

F. Provide a current list of Florida government entities and contact information where the firm has provided similar size and scope of services in the past five years. Limit to three pages.

G. Provide a statement that the firm is licensed and qualified to perform the requested services in the State of Florida. Include copies of applicable licenses, registrations, and certifications of the firm and pertinent personnel who will participate in the project.

H. Any supplemental information that might enhance the County's understanding of the firm and its experience/ qualifications. Limit to one page.

I. Required Forms:
    1. Sworn Entity
    2. Conflict of Interest
    3. Drug Free Workplace Certification
    4. Information Sheet for Transaction and Conveyances Corporate Identification
    5. Certification Regarding Lobbying
    6. E-Verify
    7. Anti-Collusion Statement Signature
    8. Debarment, Suspension, Ineligibility, and Voluntary Exclusion
    9. Failure to Perform Questionnaire
    10. Non-discrimination policy acknowledgment
    11. Human Trafficking Affidavit
    12. Addendums (if applicable)

RFP SUMMARY
(MUST PRECEDE ALL RFP DOCUMENTS)

_____
RESPONDER NAME

_____
ADDRESS

_____ _____
EMAIL ADDRESS **PHONE NUMBER**

DESCRIPTION OF PROJECT: **Professional Auditing & Accounting Services**

DATE & TIME OF RFP OPENING: **November 24th, 2026, at 4:00 p.m. or soon thereafter**

LOCATION FOR RFP OPENING: **Lafayette County Courthouse, BOCC Meeting Room**
120 W. Main St.
Mayo, FL 32066

TOTAL RFP AMOUNT:

IN FIGURES: $_____

IN WORDS: _____

_____
RESPONDER COMPANY NAME (PRINT OR TYPE)

_____
SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE

_____
AUTHORIZED COMPANY REPRESENTATIVE (PRINT OR TYPE)

_____
DATE

IMPORTANT:
THIS RFP SUMMARY MUST BE COMPLETED AND MUST PRECEDE ALL RESPONDER DOCUMENTS

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.

1. This sworn statement is submitted to _____
[print name of public entity]

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 Number (FEIN) is_____(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

_____.)

2. 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 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 or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. 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 nolocontendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes,** means:

1. A predecessor or successor of a person convicted of a public entity crime; or

2. 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.

5. 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 for the provision of goods or services 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.

6. 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 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 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 1 (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]

Sworn to and subscribed before me this_____day of_____, 20_____.

Personally known _____

OR Produced identification_____Notary Public - State of _____

_____ My commission expires _____
(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING & ACCOUNTING SERVICES
LAFAYETTE COUNTY, FL

CONFLICT OF INTEREST DISCLOSURE FORM

Please mark which of the following applies to you/your company:

_____ I hereby attest that no Lafayette County Board of County Commissioners employee(s), elected official(s), or any of its agencies is also an owner, corporate officer, agency, employee, etc., of their corporation/partnership/individual business.

_____ The following person(s) name(s) and position(s) with your business.

NAME(S) POSITION(S)

_____

_____

_____

_____

_____
(Signature)

Title/Date: _____

Business Name: _____

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING & ACCOUNTING SERVICES
LAFAYETTE COUNTY, FL

DRUG FREE WORKPLACE CERTIFICATION

The undersigned in accordance with Section 287.087, Florida Statutes hereby certifies that the Firm/Individual does the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or no contest to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Firm/Individual complies fully with the above requirements.

Firm/Individual	Title
Authorized Signature	Date

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING & ACCOUNTING SERVICES
LAFAYETTE COUNTY, FL

INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION

The following information will be provided to Lafayette County for incorporation in legal documents. It is therefore vital that all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

(Please Circle One) Is

this a Florida Corporation: Yes or No

If not a Florida Corporation,

In what state was it created: _____

Name as spelled in that State: _____

What kind of corporation is it:	"For Profit"	or	"Not for Profit"
Is it in good standing:	Yes	or	No
Authorized to transact business in Florida:	Yes	or	No

State of Florida Department of State Certificate of Authority Document 2025-02: _____

Does it use a registered fictitious name: Yes or No

Name of Officers:

President:_____ Secretary:_____

Vice President:_____ Treasurer:_____

Director:_____ Other: _____

Name of Corporation (As used in Florida)**:**

_____

(Spelled exactly as it is registered with the state or federal government)

Corporate Address:

Post Office Box:_____City, State, Zip: _____

Street Address:_____City, State, Zip: _____

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

Federal Identification Number: _____

(For all instruments to be recorded, taxpayer's identification is needed)

Name and Title of individual who will sign the instrument on behalf of the company:

_____

(Spelled exactly as it would appear on the instrument)

(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded Consultant shall submit a copy of the resolution together with the executed contract to the Office of Purchasing).

44 C.F.R. APPENDIX A, PART 18 CERTIFICATION
REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each RFP).

The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352(as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor_____certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

_____
Signature of Contractor's Authorized Official

_____
Name and Title of Contractor's Authorized Official

_____
Date

E-Verify for
REQUEST FOR
PROPOSALS
Professional Auditing & Accounting Services
Lafayette County, Florida

Company/Entity: _____

Authorized Signature: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Lafayette County.

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING & ACCOUNTING SERVICES
LAFAYETTE COUNTY, FL

ANTI-COLLUSION STATEMENT

I hereby attest that I am the person responsible within my company for the final decision as to the price(s) and amount of this RFP or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my company.

I further attest that:

1. The price(s) and amount of this RFP have been arrived at independently, without consultation, communication, or agreement for the purpose or with the effect of restricting competition with any other company or person who is a responder or potential prime responder.
2. Neither the price(s) nor the amount of this RFP have been disclosed to any other company or person who is a responder or potential prime responder on this project and will not be so disclosed prior to RFP opening.
3. Neither the prices nor the amount of the RFP of any other company or person who is a responder or potential prime responder on this project have been disclosed to me or my company.
4. No attempt has been made to solicit, cause or induce any company or person who is a responder or potential prime responder to refrain from bidding on this project, or to submit an RFP higher than the RFP of this company, or any intentionally high or noncompetitive RFP or other form of complementary RFP.
5. No agreement has been promised or solicited by any other company or person who is a responder or potential prime responder on this project to submit an intentionally high, noncompetitive or other form of complementary RFP on this project.
6. The RFP of my company is made in good faith and not pursuant to any consultation, communication, agreement or discussion with, or inducement or solicitation by or from any company or person to submit any intentionally high, noncompetitive or other form of complementary RFP.
7. My company has not offered or entered into a subcontract or agreement regarding the purchase or sale of materials or services from any company or person, or offered, promised or paid cash or anything of value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by any company or person to refrain from bidding or to submit any intentionally high, noncompetitive or other form of complementary RFP or agreeing or promising to do so on this project.
8. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person and has not been promised or paid cash or anything of value by any company or person, whether in connection with this or any other project, in consideration for my company's submitting any intentionally high, noncompetitive or other form of complementary RFP, or agreeing or promising to do so, on this project.
9. I have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's RFP on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, or other conduct inconsistent with any of the statements and representations made in this affidavit.

10. I understand and my company understands that any misstatement in this affidavit is and shall be treated as a fraudulent concealment from the Lafayette County Board of Commissioners of the true facts relating to submission of RFPs for this contract.

ANTI-COLLUSION STATEMENT - SIGNATURE

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature	Company Name
Title	Address
Date	Phone Number

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING & ACCOUNTING SERVICES
LAFAYETTE COUNTY, FL

DEBARMENT

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Contractor Covered Transactions

(1) The prospective contractor,_____, of the Sub-Recipient certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the Sub-Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

Contractor Name:

_____

By:

_____
Signature

_____
Name and Title

_____
Street Address

_____
City, State, Zip

_____
Date

REQUEST FOR PROPOSALS
PROFESSIONAL AUDITING & ACCOUNTING SERVICES
LAFAYETTE COUNTY, FL

Failure to Perform Questionnaire

Name of Company: _____

1. Has the company been involved in any litigation within the last (5) five years for failure to perform?

Yes_____ No_____

If yes, explain:

_____
_____
_____
_____

2. Has a bond company or other insurance been utilized to complete a project for the company within the last (5) five years?

Yes_____ No _____

If yes, explain:

_____
_____
_____
_____

THIS COMPLETES THE RFP