

CFBHN - AUDIT/990 TAX SERVICES SCORING CRITERIA SHEET

Evaluators Name: _____

Date _____

Auditing Firm: _____

Please insert your score in the "red" cell located under the "Total Points Awarded" column. You may add any comments needed in the rows found under the "Evaluation Selection Criteria". Please note you have a tab already included in this workbook for EACH firm - see name of tab and "Auditing Firm" name above. You may electronically sign.

Category	Evaluation Selection Criteria	Total Points Available	Points awarded and Comments	Total Points Weighted		
				Awarded	Weight	Total
Scope of the Engagement				3%		
I.	Audit reports that comply with set standards. Preparation of the 990 income tax returns. Data Analytics and Benchmarking Report.	0-3	Maximum points should be awarded if the RFP confirmed scope of the engagement.	0	20%	0.00
Deadlines				8%		
II.	Applicant is able to met CFBHN's deadlines: 1. All interim work will be completed in May or June. 2. All final audit fieldwork would commence Oct. 1 and be completed by October 31. 3. The draft audit report shall be submitted to the CFBHN Finance Committee no later than November 30. 4. Final audit presented to Board of Directors in December.	0-2 0-2 0-2 0-2	2 points should be awarded per each confirmed deadline for a total maximum of 6 points.	0 0 0 0	20% 20% 20% 20%	0.00 0.00 0.00 0.00
Provision of Work Papers				6%		
III.	1. Firm should provide an explanation of the process that the Auditing Firm will employ to ensure that work papers are available to CFBHN. 2. Work Papers must be retained for seven years from the date of the audit report.	0-3 0-3	3 points should be awarded per each confirmed requirement for a total maximum of 6 points.	0 0	20% 20%	0.00 0.00
Minimum Requirements				6%		
IV.	The auditing firm must affirm that the following mandatory criteria are met: 1. The auditors meet the independent and education requirements of the Government Auditing Standards issued by the Comptroller General of the United States. 2. The auditors do not have a record of substandard audit work. 3. The auditors meet all specific requirements imposed by the state or local laws, rules, and regulations.	0-2 0-2 0-2	2 points should be awarded per each confirmed criteria for a total maximum of 6 points.	0 0 0	20% 20% 20%	0.00 0.00 0.00
Prior Experience				31%		
V.	1. Prior experience auditing programs funded by the Department of Children and Families and the federal government.	0-6	* describes and gives detail in years or number of clients = 6 points * describes experience, but provides no detail in years or client = 3 points * no description = 0 points	0	40%	0.00
	2. Prior experience auditing non-for-profits	0-6	* describes and gives detail in years or number of clients = 6 points * describes experience, but provides no detail in years or client = 3 points * no description = 0 points	0	40%	0.00
	3. List of existing clients or references.	0-3	Maximum 3 points should be awarded if the RFP included list of clients	0	40%	0.00

Category	Evaluation Selection Criteria	Total Points	Points awarded and Comments	Total Points Weighted		
		Available		Awarded	Weight	Total
Professional Organizational Capabilities				28%		
VI.	1. Description of organization's size, location, and range of activities.	0-6	* Suncoast Region = 3 points; Other - 0 points * 3+ partners = 3 points; 2 partners = 1 point; 1 partner = 0 points. Total maximum of 6 points available.	0	30%	0.00
	2. Prior experience of the managing partner or audit manager of the audit team.	0-6	* 15+ years prior experience - 6 points * 10 - 14 years - 3 points * < 10 years - 0 points	0	30%	0.00
	3. A copy of the most recent peer review.	0-6	Maximum points should be awarded if the RFP included a current peer review with no deficiencies.	0	30%	0.00
Personnel Changes				9%		
VII.	1. Changing engagement staffing (partner through "in charge" levels). CFBHN is looking for continuity of and audit team. (does the firm retain their employees; i.e. low turnover)	0-3	* 3 points if RFP had a statement affirming a policy of continuity. * 0 points if RFP had no statement.	0	30%	0.00
	2. The ability of CFBHN to request staffing changes.	0-3	* 3 points if RFP had a statement affirming request. * 0 points if RFP had no statement.	0	30%	0.00
Proposed Estimate				2%		
VIII.	1. Submission of bid to perform requested services, include any start-up costs. Firms proposed total cost:		Median costs of proposals are: * Additional points will be awarded or subtracted based on the variance from the median.	0	10%	0.00
Executive Summary / Other				5%		
IX.	1. Additional benefits or highlights of information provided by firm that adds value to this proposal (value added services). Please provide justification for score below.	0-10	10 points maximum allowed for value added services.	0	10%	0.00

100%

Maximum Points	76	Total Points	0.0
Maximum Weighted Total	19.20	Weighted Total	<u>0.00</u>

Evaluators Signature

Date