



City of _____
HAWTHORNE
_____ **Florida**

Request for Proposal (RFP)
for Municipal Accounting & Financial Services
Proposal Due Date: October 16, 2025

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1.0. INTRODUCTION

1. The City of Hawthorne is accepting proposals for Municipal Accounting and Financial Services.

1.1 Scope of Services

The selected firm will be responsible for providing the following services

A. General Accounting Services

- Maintain and update general ledger entries in accordance with GAAP (Generally Accepted Accounting Principles) and applicable municipal accounting standards.
- Prepare monthly, quarterly, and annual financial reports for review by the Municipality's governing body.
- Maintain records for all municipal funds, including but not limited to operating funds, capital improvement funds, grants, and special revenue funds.
- Provide accurate and timely reporting to ensure the municipality's budget is followed.

B. Audit Support Services

- Assist the Municipality with the preparation of the annual financial statements in accordance with GASB (Governmental Accounting Standards Board) requirements.
- Coordinate with the independent external auditors during the annual audit process.
- Provide necessary documentation and respond to audit inquiries.

- Ensure the timely completion and submission of all audit-related documents, including the Comprehensive Annual Financial Report (CAFR).

C. Bank Reconciliation

- Perform monthly reconciliation of all municipal bank accounts, including verifying deposits, withdrawals, and other transactions.
- Ensure that reconciliations are accurate, timely, and consistent with municipal accounting records.
- Investigate and resolve discrepancies between bank records and municipal accounts.

D. Other Financial and Accounting Services

- Provide financial consulting services, including advice on fiscal policy, budgeting, and long-term financial planning.
- Assist with payroll processing, including reconciliation of payroll expenses and preparation of payroll tax filings as needed.
- Assist with grant accounting and reporting as required by federal, state, or local grant guidelines.
- Assist with the preparation of budgets and provide budgetary support and analysis.
- Support the Municipality in complying with local, state, and federal financial regulations, ensuring best practices in financial management.

E. Additional Services (if required)

- Special Projects:
 - o Provide assistance with special projects, such as financial forecasting, budgeting, or internal audits as requested by the municipality.
- Advisory Services:
 - o Offer advisory services related to financial reporting, compliance, and strategic planning, as needed.

2.0. GENERAL TERMS AND CONDITIONS

2.1. All Companies submitting a response to this RFP understand and agree that the affirmative act of submitting a response constitutes acceptance and agreement to the General Terms and Conditions. Proposers are responsible for adhering to the General Terms and Conditions. Lack of knowledge by the Proposer will in no way be cause for relief from responsibility.

2.2. RFP DATE AND TIME: All Proposals must be delivered to City Hall, located at 6875 SE 221ST Street, Hawthorne FL 32640 on or before the due date, as listed below.

Indicate the RFP name on the outside of your proposal envelope to assist the City internally in identifying your proposal. Proposers shall deliver before 2:30 pm on Thursday October 16, 2025, one (1) original hard copy, six (6) duplicate copies. The original proposal must be marked ORIGINAL and must have original signatures.

Proposals received after that time will not be accepted. Proposals cannot be faxed but can be emailed. The City of Hawthorne will not be responsible for postal or other delivery service delays that cause a proposal to arrive at City Hall after the designated RFP due date/time.

PLACE FOR RECEIVING PROPOSALS

Proposals may be mailed to:

The City of Hawthorne
PO Box 1270
Hawthorne, FL 32640

or hand delivered to:

The City of Hawthorne
6875 SE 221ST Street
Hawthorne FL 32640

2.3. PUBLIC PROPOSAL OPENING:

The City of Hawthorne will conduct a public proposal announcement at 3:00pm on October 16, 2025, in the City of Hawthorne's City Hall, located at 6875 SE 221ST Street, Hawthorne FL 32640.

2.4. RFP AWARD PROCESS: The basis for award, if awarded, is to the lowest or best bid for basic services which meets or exceeds the specifications, and the City of Hawthorne is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the

City of Hawthorne. The City of Hawthorne's recommendation of the award will be posted to www.cityofhawthorne.net.

2.5. PROTEST OF RFP DOCUMENT: All firms are required to thoroughly review the RFP document within a reasonable time after receipt. Any concerns or comments relating to the RFP documents shall be brought to the attention of the City of Hawthorne's City Manager, Robert Thompson, in writing promptly after receiving receipt. Failure to file a formal written protest shall constitute a waiver of proceeding. The formal written protest shall state with particularity the facts and law upon which the protest is based. Protests must be filed within 72 hours of the documents being posted to the City of Hawthorne website.

2.6. PROTEST OF INTENDED DECISION: Protests shall be served to Robert Thompson, City Manager, 6875 SE 221st Street, Hawthorne, Florida 32640, via certified mail. Protests may be preliminarily filed, if followed by a certified mail original to Robert Thompson at 352-481-2432. Failure to file a formal written protest shall constitute a waiver of proceeding. The formal written protest shall state with particularity the facts and law upon which the protest is based. Protests must be filed within 72 hours of the documents being posted to the City of Hawthorne website.

2.7. ADVERTISING: In submitting a proposal, the Proposer agrees not to use the results as a part of any commercial advertising unless permission in writing is granted by the City of Hawthorne.

2.8. APPLICABLE LAW: The Proposer shall comply with all federal, state, county and local laws, rules, ordinances, and regulations applicable to the Proposer's response to the RFP, the contract executed in connection with the RFP, and the provision of services under the RFP and the contract. This RFP and the contract to be executed in connection with the award of this RFP must be modified in accordance with any statutory requirement of the State of Florida. Lack of knowledge by the Proposer will in no way be cause for relief from responsibility. The contract, when entered into and any disputes here under, shall be construed in accordance with the laws of the State of Florida and enforced in the courts of the State of Florida. The City of Hawthorne and firm hereby agree that the venue shall be in Alachua County, FL.

2.9. ASSIGNMENT: If awarded, neither the resulting contract nor any of the Contractor's rights, duties, or obligations under the contract may be assigned or subcontracted by the Contractor without the written consent of the City of Hawthorne. Any transfer of this Contract by merger, consolidation, or liquidation, or (unless the stock of the Contractor is traded on a national stock exchange or in a generally recognized over the counter securities

market) any change in ownership of or power to vote on the majority of the outstanding voting stock of the Contractor after the date hereof shall constitute an assignment of this Contract for purposes of this Section. Then, in its discretion, City of Hawthorne shall have the right to terminate the contract and shall specify the termination date in its written notice of termination. Any purchase order issued pursuant to this solicitation and any monies which may become due there under are not assignable except with the prior written approval of the City of Hawthorne.

2.10. AWARD: As the best interest of the City of Hawthorne may require, the right is reserved to reject all proposals, or any portion of proposals, to waive any informality in proposals received, or to accept any item or group of items unless qualified by the Proposer. The City of Hawthorne reserves the right to issue to proposers' request for Information (RFI's), to solicit best and final offers from all finalist firms and/or to negotiate a satisfactory award of any portion(s) of this RFP with the top ranked firm. If this proposal requests prices for multiple items, The City of Hawthorne reserves the right to award the proposal, by item, to the Proposer(s) which, in the sole discretion of the City of Hawthorne, is the most responsive and responsible Proposer(s), price, qualifications and other factors considered for that item. The issuance of a purchase order constitutes a binding contract.

2.11. BOND: A bond may be required to guarantee the payment of any losses by theft, burglary, pilfering or vandalism as a result of carelessness, negligence or willful acts of the Contractor, its agents, employees or assigns.

2.12. CONFLICT OF INTEREST: Any award hereunder is subject to Chapter 112 Florida Statutes concerning conflict of interest. All Proposers must disclose the name of any officer, director, or agent who is also an employee of the City of Hawthorne. All Proposers must disclose the name of any City of Hawthorne employee who owns, directly or indirectly, an interest of 5% or more in the Proposer's firm or any of its branches or dealerships.

2.13. ELIGIBLE PROPOSERS: Eligible Proposers are defined as those Proposers who are not excluded from bidding according to the Federal Government's Excluded Parties List (www.epls.gov) or by Section 287.133, Florida Statute.

2.14. PERSONNEL: Contractor agrees each of its employees will be properly qualified and will use reasonable care in the performance of Services. If the City of Hawthorne, in the City of Hawthorne's sole opinion, determines, for any reason, that the qualifications, actions or conduct of any particular Contractor employee has violated the Agreement by performing unsatisfactory services, interfering with operation of property, bothering or annoying any occupants, other contractors or subcontractors at the property, or that such

actions or conduct is otherwise detrimental to the City of Hawthorne, then upon the City of Hawthorne's written notice, the Contractor shall immediately provide qualified replacement. Contractor employees shall report to designated personnel upon arrival and departure from property in the performance of services. The Contractor's employees are expected to adhere to all City of Hawthorne policies and procedures.

2.15. PUBLIC RECORDS: To the extent that CONTRACTOR meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, the CONTRACTOR must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

- (a) Keep and maintain public records required by the City of Hawthorne to perform the service.
- (b) Upon request from the City of Hawthorne custodian of public records, provide the City of Hawthorne with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, F.S., or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the City of Hawthorne.
- (d) Upon completion of the contract, transfer, at no cost, to the City of Hawthorne all public records in possession of the CONTRACTOR or keep and maintain public records required by the City of Hawthorne to perform the service. If the CONTRACTOR transfers all public records to the City of Hawthorne upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Hawthorne, upon request from the City of Hawthorne custodian of public records, in a format that is compatible with the information technology systems of the City of Hawthorne.

2.16. PUBLIC ENTITY CRIME: Contractor selection will be in accordance with the Public Entity Crimes statute, Florida Statute 287.133 which states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a BID/RFP/RFQ on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to

a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in 287.017 for Category Two (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list. A completed Public Entity Crime Form must be returned in the RFP response.

2.17. RFP RESPONSE MATERIALS: Any material submitted in response to this RFP becomes the property of the City of Hawthorne and may be appended to any formal document which would further define or expand the contractual relationship between the City of Hawthorne and the successful proposer. Additionally, any material or documentation submitted in response to this solicitation will be a public document pursuant to Section 119.07 Florida Statutes. This includes material which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission effectively after public opening pursuant to FS 119.07.

2.18. SAFETY REQUIREMENTS: The Contractor by submitting a proposal response agrees that it shall be solely responsible for supervising its employees, and that it shall comply with all rules, regulations, orders, standards and interpretations promulgated pursuant to Occupational Safety and Health Act of 1970, including but not limited to training, recordkeeping, providing personal protective equipment, lockout/tag out procedures, Safety Data Sheets and labeling as required by the right to know standard, 29 CFR 1910.1200.

2.19. WITHDRAWAL OF PROPOSAL: Proposal may be withdrawn by written notice prior to RFP public announcing.

2.20. PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING: In accordance with Florida Statute 287.05701, the City of Hawthorne may not request documentation of or consider a vendor's social, political, or ideological interests when determining if a vendor is a responsible vendor. Also, the City of Hawthorne may not give preference to a vendor based on the vendor's social, political, or ideological interests.

3.0. CONTRACT TERM

3.1. If awarded, the successful Proposer will enter into a contract with the City of Hawthorne based on the RFP specifications and the result of the RFP. The independent certified public accounting firm selected will be expected to provide municipal accounting and financial services to the City. The contract, if awarded, may be cancelled without

cause by the City of Hawthorne, or Contractor with 60 days prior written notice to the other party.

4.0. SCHEDULE

4.1. The following schedule is a general guideline for issuance and recommendation of award of this RFP and issuance of the contract. The City of Hawthorne may change the dates of any events of this RFP and the issuance of the contract. Any changes to this schedule will be posted on the webpage dedicated to this RFP which can be found at: www.cityofhawthorne.net

Tentative Dates Scheduled

Advertisement of the RFP- September 17, 2025

Written questions due October 3, 2025, by 2:00 pm -submit via email
citymanager@cityofhawthorne.net

Proposals Due- October 16, 2025, 2:30pm.

Public Opening of Proposals- October 16, 2025, 3:00pm.

Evaluation Committee (Elected Officials) Meeting- October 21, 2025

Intent to Award Recommendation Issued- October 22, 2025.

4.2. PUBLIC PROPOSAL OPENING: The City of Hawthorne will conduct a public proposal opening at 3:00pm on Thursday October 16, 2025. The meeting will be held at City Hall, 6875 SE 221st St. The meeting is open to the public. Proposers are welcome to attend but will not have the opportunity to speak.

4.3. EVALUATION COMMITTEE FINAL REVIEW:

The City of Hawthorne (Elected Officials) will conduct a final evaluation meeting to select the vendor in which an award will be October 21, 2025. The meeting will begin at 6:30pm. The meeting will be held at 6875 SE 221st Street, Hawthorne Fl 32640. The meeting is open to the public, and bidders are welcome to attend.

5.0. PROPOSAL INSTRUCTIONS

5.1. QUESTIONS: Questions concerning this Request for Proposal shall be directed to Robert Thompson by email to citymanager@cityofhawthorne.net

5.2. MANDATORY REQUIREMENTS FOR RESPONSIVE PROPOSERS: This section of the RFP provides proposers with instructions concerning the required information that must be submitted as part of their proposal. Failure to provide any of the required information or

required documents or failure to arrange the proposal in accordance with these instructions may result in the proposal being rejected.

5.3. INSURANCE: The awarded contractor shall furnish a current Certificate of Insurance to the City of Hawthorne prior to contract award/commencement of the work, as well as a copy of your GL policy endorsement (on the ISO Endorsement Schedule) that ensures the City of Hawthorne will be provided with 30 days written notice if your policy lapses for any reason. This certificate must include the City of Hawthorne RFP Name and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-. All policies must be written on a primary basis and non-contributory with any other insurance coverage or self-insurance of the City of Hawthorne. Contractor shall obtain and maintain the minimum insurance coverages set forth below. By requiring such minimum insurance, the City of Hawthorne shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor under this contract. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The insurance coverage stated below does not replace any surety bonds as required by contract.

Minimum Insurance Requirements Schedule

Policy: Workers Compensation

Coverage: WC Statutory Limits

Policy: Automobile Liability

Coverage: \$1,000,000 Combined Single Limit Each Accident

Policy: Comprehensive General Liability Insurance:

Coverage: \$1,000,000 Each Occurrence

\$ 100,000 Fire Damage (Any One Fire)

\$ 5,000 Medical Payments (Any One Person)

\$1,000,000 Personal and Adv Injury

\$2,000,000 General Aggregate

\$2,000,000 Products – Comp/OP Aggregate

The Contractor's comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover the indemnification contained within. It shall also name the City of Hawthorne as an additional insured for liability arising out of operations performed for the City of Hawthorne. Such insurance shall be written by a company or companies approved to do business in the State of Florida and have a Best Rating of AA or better. The insurance shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until thirty (30) days after receipt of written notice by the City of Hawthorne, Attn: Robert Thompson, 6875 SE 221st Street, Hawthorne Florida 32640. The Contractor shall provide a Certificate of Insurance reflecting coverage with the City of Hawthorne named as additional insured: Limits: minimum of \$1,000,000.00 per occurrence.

6.0. SPECIFICATIONS/REQUIREMENTS

6.1. QUALIFICATIONS: Eligible accounting firms shall have no obligations or interests that conflict with the best interests of the City of Hawthorne. The firm shall have successfully complied and be currently in conformity with the membership requirements of the Private Companies Practice Section of the American Institute of Certified Public Accountants quality control program (or comparable quality control program).

6.2. ERRORS AND OMISSIONS: Proposers are expected to comply with the true intent of these specifications taken as a whole and shall not avail themselves of any errors or omissions to the detriment of the services. Should any Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify the Purchasing Specialist in writing who will issue written instructions to be followed. Proposers are responsible for the contents of their proposal and for satisfying the requirements set forth in the specifications.

6.3. PROFESSIONAL QUALIFICATIONS: Provide the following information as it relates to the proposed project team's qualifications and the project team's staffing:

6.3.1. Firm name and address

6.3.2. Name, title, email address, telephone/fax number of Principal to contact.

6.3.3. Address of office to perform work.

6.3.4. Brief resume of key persons, specialists and individual consultants anticipated for this project:

6.3.4.1. Name/title

6.3.4.2. Project assignment

6.3.4.3. Name of firm with which it is associated.

6.3.4.4. Years of experience with the current firm and years of experience with other firms

6.3.4.5. Years of experience of key personnel with non-profit auditing and tax services

6.3.4.6. Education (degree(s), specialization)

6.3.4.7. Active registrations (year first registered, discipline)

6.3.4.8. Indicate how the quality of staff over the term of the contract would be assured.

6.3.4.9. Other experience and qualifications that may be relevant to the project.

6.3.5. Describe the Proposer's range of activities performed by the local office such as auditing and review, accounting and compilation, payroll, and tax, and/or management services.

6.3.6. Provide the name of the external quality control review organization of which the Proposer is a member and the Proposer's length of membership; also, state the review organization's planned frequency of peer reviews.

6.3.7. Submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific non-profit/government engagements.

6.4. PERSONNEL CAPABILITIES/REFERENCES: Provide evidence of the firm's credentials from the state's Department of State and a listing of the firm's personnel to respond to and fulfill the needs of the City of Hawthorne for the contracted services on an annual and/or "as needed" basis throughout the term of the contract. For the firm's office staff that will be assigned responsibility for the audit and tax services, list at least three (3) engagements performed in the last five (5) years that are similar to the engagement described in this RFP. These engagements should be ranked based on total staff hours. Indicate the scope of work, date, engagement partners, total hours and the name and telephone number of the principal client contact.

6.5. METHODOLOGY: Provide a description outlining the services to be performed. Such a description should at a minimum include:

6.5.1. Proposer's understanding of the service(s) to be provided.

6.5.2. Provide a definition of the term "generally accepted government auditing standards" with clear distinctions between these standards and "generally accepted auditing standards for nongovernmental engagements."

6.5.3. Proposed software applications to be utilized in the audit preparations.

6.5.4. Proposer's approach to an annual financial audit, including methodology, nature, timing and extent of audit procedures to be performed.

6.5.5. The proposer shall estimate budgeted hours, timelines, and sequence for audit procedures; describe audit firm's staffing plan.

6.5.6. Include a proposed schedule for the audits containing the following milestones: (a) interim work plan (b) detailed audit plan (c) fieldwork (d) draft reports; e) IRS 990 Compilation

6.5.7. Include in a work plan how the firm will achieve audit efficiency through risk-based auditing and through the application of technology. Discuss the process by which the firm will communicate issues with City of Hawthorne management and audit entities.

6.5.8. Describe the level of assistance that will be expected from the City of Hawthorne and staff.

6.5.9. Describe how the Proposer meets the independence standards of Government Auditing Standards, United States General Accounting Office (GAO); including, but not limited to, direct and indirect financial interest, and the relationship of the proposed audit team to employees of the audit entity and any of the City of Hawthorne.

6.5.10. Project plan and any other pertinent information.

6.6. PRICE PROPOSAL: Price proposal submitted should contain all pricing information relating to performing the required services as described in this RFP. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of-pocket expenses. The proposed price proposal should include:

6.6.1. A not-to-exceed cost of accounting and financial services being offered.

6.6.2. The number of hours estimated to complete the required services. Hours should be broken down by partner, manager, supervisor, senior staff accountants, etc.; and furnish standard billing rates for each of these classes.

6.6.3. Estimate of any other costs such as mileage, travel, clerical and/or secretarial time, etc.

6.6.4. City of Hawthorne will be billed actual hours if less than quoted in the "not-to-exceed" price proposal.

6.6.5. Submit pricing as follows: Fiscal Year accounting and financial services ending September 30, 2026.

NOTE: Compensation will not be the sole or predominant factor used to evaluate and award the proposal.

7.0. EVALUATION CRITERIA

7.1. The City of Hawthorne elected officials will select the respondent to be awarded this RFP. Consideration will be given to, but not limited to, professional registrations, years of experience, and other experience/qualifications that may be relevant to the proposed project.

8.0. REQUIRED FORMS

8.1. LICENSE: Provide a copy of all licenses required by the State of Florida to perform the duties required by the services to be provided. Include an affirmative statement indicating the accounting firm and all assigned key professional staff are properly licensed to practice in the State of Florida.

8.2. NON-DISCRIMINATION IN EMPLOYMENT FORM: The City of Hawthorne does not discriminate against any person in its programs, activities, policies, or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status.

8.3. PUBLIC ENTITY CRIMES FORM: Conviction for a public entity crime may not submit an RFP on a contract to provide any goods or services to a public entity, may not submit an RFP on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFPs on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold A person or affiliate who has been placed on the convicted vendor list following amount provided in S.287.017 for category two for a period of 36 months from the date of being placed on the convicted vendor list, as per State of Florida Statute 287.133 (2) (a). The proposer must acknowledge compliance with this statute and its intent.

8.4. DRUG-FREE WORKPLACE CERTIFICATION: Whenever two or more proposals which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, pursuant to Section 287.087, Florida Statutes, a proposal received from a business that certifies that it has implemented a Drug-Free Workplace Program shall be given preference in the award process.

8.5. INDEMNIFICATION AGREEMENT: The consultant, contractor, lessee, or vendor agrees to indemnify, defend, and hold harmless the City of Hawthorne, its officers, employees, agents and other representatives, individually and collectively from an against any and all claims, losses, etc. arising from injury to persons or damage to property as a result of an act or omission of the consultant, contractor, lessee, or vendor. For purposes hereof, claims / liabilities shall mean, but are not limited to, any losses, damages (including loss of use), expenses, demands, claims, suits, proceedings, liabilities, judgments, deficiencies, assessments, actions, investigations, penalties, interest or obligations (including court costs, costs of preparation and investigation, reasonable attorneys', accountants' and other professional advisors' fees and associated expenses), whether suit is instituted or not and, if instituted, at all tribunal levels and whether raised by the Parties hereto or a third party, incurred or suffered by the City of Hawthorne Indemnities or any of them arising directly or indirectly from, in connection with, or as a result of

- (a) any false or inaccurate representation or warranty made by or on behalf of the Contractor in or pursuant to this RFP and the Agreement;
- (b) any disputes, actions, or other Liabilities arising with respect to, or in connection with, compliance by the City of Hawthorne with any Public Records laws (as hereinafter defined) with respect to the Contractor's documents and materials;
- (c) any dispute, actions, or other liabilities arising in connection with the Contractor, the Contractor's subcontractors, or their respective agents or employees or representatives otherwise sustained or incurred on or about the Premises;
- (d) any act or omission of, or default or breach in the performance of any of the covenants or agreements made by the Contractor in or pursuant to this RFP or the Contract executed in connection with this RFP; and
- (e) any services provided by the Contractor, its employees, agents, or authorized representatives in connection with the performance of the Contract executed for this RFP. This indemnification shall survive the termination of the RFP, and the contract executed in connection with the RFP. The Contractor must acknowledge acceptance of the entire Indemnification Agreement.

8.6. REFERENCES: Provide a list of clients, preferably public or governmental organizations, for which you have provided a similar service. The list should include reference name, address, telephone number, contact person, and a description of the service provided. In addition, the City of Hawthorne reserves the right to contact current or former clients of the proposer not provided as part of the proposal. Please provide a minimum of three references and a maximum of five.

8.7. LEGAL ISSUES: The proposer must indicate if there are any suits or proceedings pending, or to the knowledge of the proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the proposer or the instructors to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its instructors to perform their obligations as stated in their response. Also indicate that the proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default, or violation may reasonably be expected to have a material adverse effect on the financial condition of the Proposer. If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

8.14. ADDITIONAL INFORMATION OR SERVICES: In addition to the required information, the Proposer may include any additional information which may be helpful to the City of Hawthorne in analyzing the Proposer's ability to provide the desired service, as noted in this RFP.

Proposal Forms to Follow this Page

PROPOSAL CHECKLIST

THIS CHECKLIST IS FOR THE CONVENIENCE OF THE COMPANY SUBMITTING A PROPOSAL AND MAY BE USED TO ENSURE THAT SECTIONS OF THE ITB/RFP/PROPOSAL ARE PROPERLY COMPLETED AND RETURNED. THIS FORM (PROPOSER'S CHECKLIST) IS FOR YOUR USE AND IS NOT REQUIRED.

Required one (1) original hard copy and six (6) duplicate copies of each of the following:

- ___ Proposal Cover Sheet
- ___ Proposal Details in Accordance with Paragraph 6.0. Specifications/Requirements
- ___ Vendor Business Profile
- ___ Non-Discrimination in Employment Form
- ___ Public Entity Crimes Form
- ___ Hold Harmless and Indemnification Agreement
- ___ References
- ___ Legal Issues
- ___ Copy of License to do business in the State of Florida

____ *Additional information – if applicable

PROPOSAL COVER SHEET

ANTI-COLLUSION STATEMENT: The Proposer by signing and submitting a proposal has "not" divulged to, discussed or compared his/her bid/proposal with any other Proposers and has not colluded with any other Proposers or parties to a bid/ proposal whatsoever. (NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this bid/ proposal and the Proposer being debarred for not less than three (3) years of doing business with the City of Hawthorne.) Failure to sign this form may result in your proposal being deemed as "Non-Responsive".

LEGAL NAME OF PROPOSER: _____

TAX ID NUMBER: _____

MINORITY BUSINESS ENTERPRISE TYPE & NUMBER: (if applicable): _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

BY: SIGNATURE (Manual): _____

BY: SIGNATURE (Typed): _____

TITLE: _____

PHONE NO: _____

FAX NO.: _____

E-MAIL ADDRESS: (if available) _____

PRICING PROPOSAL FORM

Contractor Name _____

Authorizing Signature: _____

All companies certify by their signature that they have read and understand the conditions and specifications of the RFP and have included all required documents and that they have

the authority, capacity and capability to perform according to the conditions and specifications of the RFP request.

Base Proposal:

Annual Lump Sum for basic services:

Annual Lump Sum for basic services spelled out: \$_____

Please submit a separate itemized breakdown as described below: Submitted price proposal should include:

- A. A not-to-exceed cost of services being offered for the accounting and services of each fiscal year.
- B. Number of hours estimated to complete the required services; hours should be broken down by partner, manager, supervisor, senior staff accountants, etc.; furnish standard billing rates for each of these classes.
- C. Estimate of any other costs such as mileage, travel, clerical and/or secretarial time, etc.
- D. City of Hawthorne will be billed actual hours if less than quoted in the “not-to-exceed” price proposal.

References

Reference 1: Name of Business or Public Entity: _____

Address: _____
City, State, Zip: _____
Contact Person's Name: _____
Contact Person's Phone Number & e-mail: _____
Date of Services performed: _____

Reference 2: Name of Business or Public Entity: _____

Address: _____
City, State, Zip: _____
Contact Person's Name: _____
Contact Person's Phone Number & e-mail: _____
Date of Services performed: _____

Legal Issues

The proposer must indicate if there are any:

- A. Suits or proceedings pending, or to the knowledge of the proposer, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the proposer or the instructors to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the proposer or any of its instructors to perform their obligations as stated in their response.

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults. Pending Litigation: (please attach additional documentation if needed)

- B. The proposer is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default, or violation may reasonably be expected to have a material adverse effect on the financial condition of the proposer.

City of Hawthorne
RFP of Audit Services

If there are no issues in these areas, please respond that there are no pending or threatened suits or defaults.

Signature _____ Printed Name _____

Title _____ Date _____