



**REQUEST FOR LETTERS OF INTEREST
FOR
FORENSIC ACCOUNTING SERVICES
FOR THE
CITY OF LAUDERHILL
RLI 2025-044**

SUBMITTAL DATE: July 10, 2025

NOTICE TO PROPOSERS

Notice is hereby given that the City of Lauderhill is seeking Letters of Interest for:

“Forensic Accounting Services” RLI 2025-044

The City of Lauderhill will be accepting Letters of Interest up until 4:45 PM, July 10, 2025 via IonWave <https://lauderhill.ionwave.net/>. Letters will be read on Thursday at 5:00 PM. **Letters received after that time will not be accepted.**

The City of Lauderhill (“City”) is requesting Letters of Interest (LOI) from certified public accounting firms to audit grants awarded to the City, including but not limited to, U.S. Department of Health and Human Services (HHS) and all grants related to the Lauderhill Health and Prosperity Partnership (LHPP) to ensure compliance with the requirements of the grants, policies and the Code of Ordinances of the City of Lauderhill, and the use of funds by subrecipients.

LOI Documents may be examined and obtained on or after **June 18, 2025**, at the City’s website and IonWave <https://lauderhill.ionwave.net/>.

Copies of the City’s financial statements are available at www.lauderhillcafr.com

The City reserves the right to reject any and all LOIs, to waive any and all informalities or irregularities and to reject all or any part of any proposal as they may deem to be in the best interest of the citizens of the City of Lauderhill. **The firm selected will be required to enter into a contract with the City of Lauderhill.**



Kentrea Dykes
Purchasing and Contracts Manager
City of Lauderhill

INTRODUCTION

1. The City of Lauderhill is requesting LOIs from certified public accounting firms to audit grants awarded to the City including but not limited to U.S. Department of Health and Human Services (HHS) and all grants related to the Lauderhill Health and Prosperity Partnership (LHPP) to ensure compliance with the requirements of the grants, policies and the Code of Ordinances of the City of Lauderhill, and the use of funds by subrecipients.
2. These audits and special reports are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (as amended from time to time), the provisions of the federal Single Audit Act of 1984 (as amended from time to time) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
3. There is no expressed or implied obligation for the City of Lauderhill to reimburse responding firms for any expenses incurred in preparing a LOI in response to this request.
4. All questions regarding this RLI must be submitted in writing five days before date at the following address:
<https://lauderhill.ionwave.net/>. If required, an addendum will be issued in response to all questions.
5. Firms must upload an electronic copy of the LOI to IonWave.
6. The City of Lauderhill reserves the right to reject any or all LOIs submitted and to waive informalities and minor irregularities in any proposal reviewed. Further, the City may reject any proposal which does not conform to the instructions herewith. Additionally, the City reserves the right to negotiate all final terms and conditions of any agreement entered into with the selected firm.
7. During the evaluation process, the City of Lauderhill reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. The City Manager and/or City Commission, in his/its sole discretion, may elect to conduct oral interviews.
8. Submission of an LOI indicates acceptance by the firm of the conditions contained in this RLI, unless clearly and specifically noted in the LOI submitted.

NATURE OF SERVICES REQUIRED

A. General

The City of Lauderhill is located within Broward County, Florida, and serves an area of approximately 8 square miles with an estimated population of 72,000. The City of Lauderhill was incorporated in 1959 and operates under a Commission-Manager form of government. The City of Lauderhill's fiscal year begins on October 1 and ends on September 30.

B. Scope of Work to be Performed

1. The City of Lauderhill Commission passed Resolution 25R-04-88 (Attachment A) to retain a Financial Expert to conduct a forensic audit of grant funds awarded to the City of Lauderhill by the U.S. Department of Health and Human Services and all grants awarded to the City that are related to the Lauderhill Health and Prosperity Partnership (LHPP).
2. The City of Lauderhill also desires the auditor to investigate compliance of all referenced grants with the requirements of the grant, policies, and Code of Ordinance of the City of Lauderhill.
3. The City of Lauderhill desires the auditor to review the use of grant funds by all grant subrecipients to ensure that the requirements of the grants, policies and the Code of Ordinance of the City of Lauderhill have been fulfilled.
4. The auditor shall also be responsible for preparing a calendar to include all element outlined in the Commission Resolution (Attachment A).
5. The auditor is required to audit the schedule of expenditures of Federal and State awards in accordance with the Federal and Florida Single Audit Act respectively.
6. The auditor shall, after completion of the forensic audit, issue a report summarizing the engagement including the observations and findings resulting from the audit performed; evidence gathered; and the extent, if any, of city losses and potential steps to be taken to avoid losses in future.
7. The auditor shall present findings to the full Commission at a meeting or workshop.
8. All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The Auditor will be required to make working papers available, upon request.

C. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review the City's prior years' audit reports and management letters should contact the Purchasing Division, via email at purchasing@lauderhill-fl.gov.

The audited financial statements may also be obtained online at www.lauderhill-fl.gov.

D. Final Report

The auditor shall provide a report, which shall include all findings, conclusions, recommendations, revisions and suggestions for improvement to the City in a timeframe to be discussed during the contract negotiation process.

The report should be delivered to:

Kennie Hobbs, City Manager
City of Lauderhill
5581 West Oakland Park Boulevard, Suite 330
Lauderhill, FL 33313

ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

The Finance Support Services Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of City of Lauderhill.

SUBMISSION REQUIREMENTS

Letter of Interest – Should include narrative of qualifications and experience, understanding of the audit services being requested, technical approach, assigned staff, and a price proposal.

EVALUATION PROCEDURE

The City will consider factors such as the experience and qualifications of the firm, experience and qualifications of assigned staff, approach, delivery of services, and price proposal.

The City Manager or City Commission will review all LOI's and may request presentations from one or more firms. Either the City Manager or the City Commission will make the firm selection, as applicable.

The City reserves the right to request further information at its discretion prior to commencement of negotiations with the selected firm.

APPENDICES

Please review Appendices A, B, C below. Please submit A and B with the LOI.

APPENDIX A

PROPOSER GUARANTEES

The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the section entitled "Nature of Services Required."

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX B

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Florida laws with respect to foreign (non-state of Florida) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a \$1,000,000 of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Lauderhill.
- D. Proposer warrants that all information provided by it in connection with its LOI is true and accurate.

Signature of Official: _____

Name (typed): _____

Title: _____

Firm: _____

Date: _____

APPENDIX C

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CITY OF LAUDERHILL INSURANCE REQUIREMENTS

Auditors shall not commence work until it has obtained all insurance required, and such insurance has been approved by the Finance Support Services department of the City.

1. Certificates of Insurance. Reflecting evidence of the required insurance shall be filed with the City's Risk Manager upon the commencement of this Agreement. These Certificates shall contain a provision that coverage's afforded under these policies will not be cancelled until at least forty-five days (45) prior written notice has been given to the City. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. Financial Ratings must be not less than "A-VI" in the latest edition of "Best Key Rating Guide", published by A.M. Best Guide.
2. Insurance shall be in force until the obligations required to be fulfilled under the terms of the Agreement are satisfied. In the event the insurance certificate provided indicated that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the Auditors shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The Auditors shall not commence work pursuant to this Agreement unless all required insurance remains in full force and effect.
3. Worker's Compensation insurance shall be maintained during the life of this Agreement to comply with statutory limits for all employees, and in the case any work is sublet, the Auditors shall require the Subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Auditors
4. An errors and omissions insurance policy providing a \$1,000,000 of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
5. Auditors and its subcontractors shall maintain during the life of this policy Employers Liability Insurance. The following limits must be maintained:

A. Workers Compensation	Statutory
B. Employer's Liability	\$100,000 each accident
	\$500,000 Disease-policy limit
	\$100,000 Disease-each employee

6. If Auditors claim to be exempt from this requirement, Auditors shall provide City proof of such exemption along with a written request for City to exempt Auditors, written on Auditors Letterhead.
7. Professional liability insurance limit of \$1,000,000 is per occurrence. The City does not require Consultant to name City as "Additional Insured". All insurance requirements must be kept current throughout the Agreement term.

A.	Workers Compensation	Statutory
B.	Employer's Liability	\$100,000 each accident
		\$500,000 Disease-policy limit
		\$100,000 Disease-each employee