

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

July 5, 2018
9:00 a.m.

Northeast Florida Regional Council

100 Festival Park Avenue

Jacksonville, FL 32202



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Jacksonville, FL 32202
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MEMORANDUM

DATE: JULY 5, 2018

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUGUST 2, 2018 COMMITTEE MEETING

The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:00 a.m.** on **Thursday, August 2, 2018** at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

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Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

A G E N D A

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202

Thursday, July 5, 2018
9:00 a.m.

(ADDED OR MODIFIED ITEMS IN BOLD)
(*Denotes Action Required)

TAB

- 1. Call to Order, Welcome, Roll Call – Chair Register
- * 2. Approval of June 7, 2018 Meeting Minutes – Chair Register 1
- 3. Invitation to Speak – Chair Register
Members of the public are welcome and encouraged to speak on any item brought before the Committee. Please fill out one of the green speaker cards located at the sign-in table.
- * 4. May 2018 Financial Report – Ms. Starling 2
- * 5. **Auditor RFP – Ms. Starling** 3
- * 6. **Healthcare Coalition Marketing Firm RFP – Ms. Payne** 4
- * 7. **Northeast Florida Local Government Fiscal Analysis Tool – Mr. Teeple** 5
- * 8. CEO Recruitment – Mr. Teeple 6
- 9. 2018/2019 Board Officer Nomination Discussion – Mr. Teeple 7
- 10. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 11. Next Meeting Date and Location: **THURSDAY, AUGUST 2, 2018**
Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
- 12. Adjournment

***Denotes Action Item**

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 7, 2018

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 7, 2018, at 9:00 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202. **Chair Register** called the meeting to order with the following members present:

Present: James Bennett, John Crescimbeni, Buddy Goddard, James Johns, George Spicer, Catherine Robinson and David Sullivan

Excused: Doug Conkey

Staff Present: Donna Starling, Brian Teeple and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Commissioner Spicer motioned to approve the April 5, 2018 Meeting Minutes; seconded by Commissioner Johns. Motion carried.

Invitation to Speak

Chair Register announced that the public is welcome to speak on any item that is brought before the Committee.

Commissioner Goddard arrived.

*March 2018 Financial Report

The March financial report was approved at the May Executive Committee meeting and is provided for the Committee's information only. Discussion followed on the cost allocation process.

Councilman Crescimbeni arrived.

*April 2018 Financial Report

Staff reported that in the month of April the Council posted a net income of \$7,045 and a year-to-date net income of \$18,823. Brief discussion followed.

Chair Register called for a motion. Commissioner Spicer moved approval of the April 2018 Financial Report; seconded by Commissioner Johns. Motion carried.

* FY 16/17 Audit

Mr. Bret Stone of Carr, Riggs & Ingram provided a brief overview of the Council's FY 2016/2017 Audit. A report on internal control over financial reporting, and on compliance and other matters, shows there were no material weaknesses. The Council received an unmodified opinion for the FY 2016/2017 audit. The financial statements were materially correct, and staff was extremely helpful in providing requested items as needed. Discussion ensued.

Mr. Teeple stated that this is the last year that Carr, Riggs & Ingram will conduct the audit. Best practices recommend we change auditors every six or so years. The Council has an RFP out, which is due back shortly. This will be brought to the Committee and Board for final approval.

Chair Register called for a motion. Commissioner Johns moved to accept the FY 16/17 Audit; seconded by Commissioner Spicer. Motion carried.

FY 18/19 Proposed Budget

Staff provided an overview of the proposed FY 2018/2019 budget, which is estimated at approximately \$2 million. County dues remain at \$0.41 per capita with the adjusted 2017 population tables; Clay County dues were not included. The expected revenues and expenditures were highlighted. A brief discussion followed.

Chair Register called for a motion. Commissioner Goddard motioned to accept the FY 18/19 proposed budget; seconded by Commissioner Sullivan. Motion carried.

FY 2018-2019 CEO Contract

The Chief Executive Officer contract was presented for approval. The CEO's contract remains the same as the prior year. A brief discussion followed.

Chair Register called for a motion. Commissioner Johns motioned to approve the CEO contract; seconded by Commissioner Goddard. Motioned carried.

City of Atlantic Beach Land Development Regulations Consultant Selection

Staff provided a brief overview of contracting with the City of Atlantic Beach to rewrite their Land Development Regulations. The Council advertised for a consultant to assist with this through a Request for Proposal (RFP). The RFP Selection Committee unanimously chose Kimley Horn, with VHB coming in second. Staff respectfully requested permission to move forward.

Chair Register called for a motion. Commissioner Spicer motioned to authorize the CEO to negotiate and execute a contract with Kimley Horn in the amount of \$99,920. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with VHB in the amount of \$97,110; seconded by Commissioner Bennett. Motioned carried.

Staffing Transition

Mr. Teeple presented a suggested two- step process to replace the Chief Executive Officer, who is retiring in February 2019. The first step would provide the opportunity for any internal staff interested in the position to apply and be considered. If no internal candidate is interested or selected, the second step would consider hiring the Southeast Regional Directors Institute (SERDI) to conduct the search and short list the candidates for the PBF Committee's review and interview. This process could be concluded, with a new CEO possibly starting work by January 1st; thereby allowing for training. Discussion followed.

After discussion, the Committee agreed to meet July 5th to review a draft position description, minimum qualification, salary range and recruitment possibilities.

Public Comment

No public comment.

Next Meeting Date

Thursday, July 5, 2018 at 9:00 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

Adjournment

Meeting was adjourned at 10:00 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

Agenda

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MEMORANDUM

DATE: JUNE 27, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: MAY 2018 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$6,748 for the month of May and a Year to Date Net Income \$25,571.

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Regional Council - Agencywide	Adopted Budget 17/18	May 2018	YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 584,159	48,680	389,439	67%	0%
Local Government Technical Assistance	\$ 307,716	31,775	140,826	46%	-21%
Development of Regional Impact (DRI)	\$ 4,500	-	4,500	100%	33%
Transportation Disadvantaged (TD)	\$ 131,460	14,180	81,265	62%	-5%
Economic Development Administration (EDA)	\$ 70,000	4,539	35,099	50%	-17%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	7,907	60,284	75%	8%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 65,161	2,524	34,156	52%	-15%
Hurricane Study	\$ 5,110	(17)	677	13%	-54%
Healthcare Coalition	\$ 767,330	69,372	392,874	51%	-16%
Elevate Northeast Florida	\$ 275,000	68,750	137,500	50%	-17%
Disaster Recovery Coordinator	\$ 24,000	1,156	8,408	35%	-32%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-67%
Regional Leadership Academy (RLA)	\$ 3,500	350	2,050	59%	-8%
Special Projects	\$ 34,180	(47)	5,469	16%	-51%
Other Revenue	\$ 10,490	6,789	15,848	151%	84%
TOTAL REVENUES	\$ 2,367,606	\$ 255,958	\$ 1,308,396	55%	
TRANSFER FROM GENERAL FUND	\$ 112,666	\$ (6,748)	\$ (25,571)		
TOTAL REVENUE/GENERAL FUND	\$ 2,480,272	\$ 249,210	\$ 1,282,825	52%	
Expenses					
Salaries and Fringe	\$ 917,751	77,236	572,845	62%	-5%
Contract/Grant Direct Expenses	\$ 1,094,130	135,297	478,383	44%	-23%
Common/Indirect - Allocated Expenses*	\$ 194,234	14,282	128,872	66%	-1%
General Fund Expense*	\$ 99,157	7,942	74,884	76%	9%
Discretionary Revenue Expenditures	175,000	14,453	27,842	16%	-51%
TOTAL EXPENSES	\$ 2,480,272	\$ 249,210	\$ 1,282,825	52%	
Net Income (loss)		6,748	\$ 25,571		
Net Income (loss) Excluding Discretionary Revenue Expenditures		21,201	53,413		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	May 2018	YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues					
Match for Elevate Northeast Florida Grant	\$ 25,000	6,250	12,500	50%	-17%
Match for Disaster Recovery Coordinator Grant	\$ 50,000	8,203	15,342	31%	-36%
Creation of Regional Evacuation Plan	\$ 25,000	-	-	0%	-67%
Creation of Fiscal Impact Model	\$ 25,000	-	-	0%	-67%
Unallocated Amount	\$ 50,000	-	-	0%	-67%
TOTAL EXPENDITURES TO DATE*	\$ 175,000	\$ 14,453	\$ 27,842	16%	

* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale.

Since, the expenditures associated with these proceeds will not spent until FY 17/18, the expenditures will negatively effect our Net Income (Loss) for FY 17/18.

ASSETS	FY 16/17 May 2017	FY 17/18 May 2018
Cash	2,107,287	2,156,354
Accounts Receivable	161,481	207,556
Pension Liability-Deferred Outflows	328,950	267,652
Prepaid Insurance	572	636
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,605,690</u>	<u>2,639,597</u>
Property and Equipment:		
Office Furniture and Equipment	<u>284,733</u>	<u>306,632</u>
Less Accumulated Depreciation	<u>238,944</u>	<u>231,452</u>
Total Property and Equipment, net	<u>45,789</u>	<u>75,181</u>
Total Assets	<u><u>2,651,479</u></u>	<u><u>2,714,778</u></u>
LIABILITIES		
Accounts Payable	1,207	9,235
Accrued Salaries and Leave	70,182	91,830
Deferred Revenue	262,503	245,583
Pension Liability	565,780	609,713
Pension Liability-Deferred Inflows	367,106	265,138
Total Liabilities	<u><u>1,266,777</u></u>	<u><u>1,221,498</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,384,702	1,493,280
Total Equity and Other Credits	<u>1,384,702</u>	<u>1,493,280</u>
Total Liabilities, Equity and Other Credits	<u><u>2,651,479</u></u>	<u><u>2,714,778</u></u>

YTD Comparison

	16/17 Net Income (Loss)	17/18 Net Income (Loss)	16/17 Cash Balance	17/18 Cash Balance
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AGENCYWIDE

October	\$ 12,548	\$ 4,043	\$ 1,203,305	\$ 2,043,567
November	\$ 23,270	\$ 19,363	\$ 1,303,450	\$ 2,149,833
December	\$ 53,574	\$ 29,096	\$ 2,026,009	\$ 2,091,852
January	\$ 34,662	\$ 30,939	\$ 2,030,113	\$ 2,113,177
February	\$ 37,621	\$ 36,037	\$ 2,151,316	\$ 2,266,487
March	\$ 51,584	\$ 11,778	\$ 1,993,153	\$ 2,118,037
April	\$ 62,943	\$ 18,823	\$ 2,043,537	\$ 2,154,714
May	\$ 71,672	\$ 25,571	\$ 2,107,287	\$ 2,156,354
June	\$ 76,133		\$ 1,912,467	
July	\$ 93,175		\$ 2,167,696	
August	\$ 111,757		\$ 2,142,269	
September	\$ 157,941		\$ 2,026,462	



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MEMORANDUM

DATE: JUNE 27, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS}
DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: MAY 2018 INVESTMENT REPORT

Bank Account Interest	<u>FY 16/17</u>	<u>FY 17/18</u>
May Interest	\$ 57	\$ 343
Year to Date Interest	\$ 201	\$ 2,695
Florida Local Government Investment Trust	<u>FY 16/17</u>	<u>FY 17/18</u>
Current Balance	\$16,703	\$16,757

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MEMORANDUM

DATE: JULY 2, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUDIT FIRM SELECTION FOR FISCAL YEAR 2018, 2019, 2020

The Northeast Florida Regional Council released a Request for Proposal in June for Audit Services for fiscal year ending 2018, 2019 and 2020.

In total, the Council received three (3) responses. The proposal review committee included three Council staff members. Proposals were received from, in alphabetic order:

- Carrs, Riggs, Ingram LLC
- James Moore & Company
- Magers & Associates

The committee unanimously chose James Moore & Company as being the most responsive and qualified for the project.

Recommendation

Authorize the CEO to negotiate and execute a contract with James Moore & Company for audit services at a cost of \$14,500 for fiscal year 2018, \$15,000 for fiscal year 2019 and \$15,500 for fiscal year 2020.

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NORTHEAST FLORIDA REGIONAL COUNCIL

REQUEST FOR PROPOSALS

FOR

AUDITING SERVICES

General Information

A. Purpose

This Request for Proposal (RFP) is to contract for a financial audit and a compliance audit in accordance with generally accepted auditing standards; Government Auditing Standards; OMB Circular A-133, the Single Audit Act; the provisions of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F. R. Part 200); and all other applicable laws and regulations.

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed to practice in the State of Florida, hereinafter referred to as the “Auditing Firm” to perform a financial and compliance audit of the Northeast Florida Regional Council, hereinafter referred to as the “Council”.

B. Description of Entity and Records to be Audited

The Northeast Florida Regional Council is a regional government agency serving seven counties—Baker, Clay, Duval, Flagler, Nassau, Putnam, and St. Johns—and their 26 municipalities. Formed in 1977 by an interlocal agreement pursuant to Florida Statutes, Chapter 163, it is one of 10 Regional Planning Councils statewide. The Northeast Florida Regional Council provides a wide scope of services and programs including local and regional comprehensive and strategic planning, Development of Regional Impact reviews, economic development, regional transportation, natural resources, affordable housing, emergency preparedness, technical assistance to local governments and conflict resolution services.

The Northeast Florida Regional Council is governed by a 35-member Board, two-thirds elected officials and one-third gubernatorial appointees.

The Council receives funding from federal, state and local governments.

Additionally, the Council provides administrative and management services to two 501c(3) organizations, the Northeast Florida Healthcare Coalition and the Regional Community Institute of Northeast Florida.

The books of account are maintained using the Grants Management System (GMS) accounting software. The Council maintains one main operating checking account and a money market account. Total accounts payable and payroll checks issued throughout the year total approximately 800. The current operating budget is 2.4 million. Administrative offices and all records are located at 100 Festival Park Avenue, Jacksonville, FL 32202.

C. Terms of Agreement

It is expected that the contract shall be a three-year fixed price contract. The contract is for fiscal year 2018, 2019, 2020.

At the discretion of the Council, this audit contract can be renewed for up to three additional years. The cost for the optional periods will be negotiated at renewal.

D. Who May Respond

Only Certified Public Accountants who are licensed in the State of Florida may respond to this RFP. The Auditing Firm should have a minimum of ten (10) years' experience in continuous CPA services with a minimum of five (5) years' experience in governmental auditing. The firm must also be a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants.

E. Bidder's Conference

In order to ensure consistent responses and provide correct information to all interested parties, a bidder's conference will be held on May 31, 2018, at 10:00 a.m., **if requested**, at the office of the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

The Auditing Firm may request a bidder's conference by emailing dstarling@nefrc.org by May 24, 2018, before 4:00 p.m.

F. Instructions on Proposal Submission

1) Closing Submission Date

Proposals must be submitted **no later than 3:00 p.m., Eastern Time Zone on June 15, 2018.**

2) Inquiries

Except for as provided above in Item E., during the bidding process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council's Board of Directors or employees in any respect during the solicitation and evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

3) Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Auditing Firm and will not be reimbursed by the Council.

G. Instructions to Prospective Bidders

Your proposal should be addressed as follows:

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
Attention: Donna Starling

It is important that the Auditing Firm's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL
For Audit Services

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Auditing Firm to ensure that the proposal is received by the Council by the date and time specified above.

Late proposals will not be considered.

H. Applicable Laws and Regulations

The selected audit firm shall comply with all federal, state and local laws, rules and regulations which may apply.

I. Right to Reject

The Council reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. The Council may request additional information from any proposer.

J. Small and/or Minority-Owned Businesses

Efforts will be made by the Council to utilize small businesses and minority-owned businesses.

An Auditing Firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8).

K. Notification of Award

It is expected that a decision selecting the successful Auditing Firm will be made within two months of the closing date for the receipt of proposals.

Scope of Services

A. Scope of a Financial and Compliance Audit

The Council's fiscal year is October 1st through September 30th. The Council's records will be audited for fiscal years 2018, 2019, 2020.

The financial audit and compliance audit should be performed in accordance with generally accepted auditing standards; Government Auditing Standards; OMB Circular A-133, the Single Audit Act; the provisions of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F. R. Part 200); and all other applicable laws and regulations.

B. Internal Controls

The Auditing Firm will prepare a report or reports relative to its study and evaluation of the internal control structure conducted in accordance with the requirements stated above as follows:

- 1) Internal accounting controls
- 2) Management comments relating to the accounting and administrative controls denoting any substantive weaknesses, an assessment of their effects on financial management and recommendations on initial steps toward eliminating them.

C. Report Requirements

- 1) The following financial statements are to be included in the audit report:
 - A. Statement of Net Position
 - B. Statement of Activities
 - C. Balance Sheet
 - D. Statements of Revenues, Expenditures and Changes in Fund Balance
 - E. Other financial statements as may be required.
- 2) The following supplemental schedules:
 - A. Statement of Activities, Budget to Actual
 - B. Schedules of Expenditures of Federal and State Awards, if required.
 - C. Schedules of Proportionate Share of Net Pension Liability
 - D. Schedules of Employer Contributions
 - E. Other reports as may be required.

Auditing Firm Responsibilities

- A. Adhere to “Generally Accepted Auditing Standards” as established by the American Institute of Certified Public Accountants (AICPA) and the “Governmental Auditing Standards”, issued by the Comptroller General of the United States.
- B. Acknowledge that they are currently aware of Federal and State Laws applicable to the Council.
- C. Conduct the audit in accordance with the requirements pronounced by the State of Florida and particularly the rules and regulations of the Auditor General.
- D. Staff the engagement with adequately trained and supervised personnel who are experienced in auditing governmental organizations.
- E. Be responsible for all typing, printing, and processing of fifty (50) printed copies and one electronic copy of the Council’s Audit.
- F. Not directly or indirectly become associated, in any manner whatsoever, with any event, enterprise, association, contract, relationship, venture or situation of any nature which will conflict with or compromise its independence with regard to the Council audit during the term of this Agreement.
- G. Additional Services
 - 1) The Auditing Firm will serve as audit and accounting consultant to the Council throughout the agreement period and as such will provide necessary information and assistance on an as needed basis. The Council will not be billed for such services.
 - 2) The Auditing Firm will prepare all required tax returns for the Council. The Council is required to file two 990 Return of Organization Exempt From Income Tax. The Council will not be billed for such services.
 - 3) The Auditing Firm will prepare the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations as required by OMB Circular A-133. The Council will not be billed for such services.
 - 4) If the Auditing Firm, due to one or more accounting and/or reporting deficiencies, is required to give advice, testimony, or other such activity not within the scope of rendering, confirming or justifying a report of audit services rendered, such service will be made without an additional charge to the Council. The Auditing Firm will obtain corrective action and submit audit reports to appropriate agencies. Any preliminary findings of possible fraud, misapplication or misappropriation of funds shall be immediately reported to the Chief Executive Officer of the Council.
 - 5) The Council may, from time to time, desire the Auditing Firm to include additional

records and procedures in its audit. Such requests for additional work will be submitted in writing to the Auditing Firm by the Chief Executive Officer or the Chief Financial Officer. The Auditing Firm will be compensated based on its standard hourly billing rates at the time of the request. Additional services performed under this subsection will be billed to the Council separately from its normal billings.

Delivery Schedule

The Council is required to present the completed audit report to its full policy board at the February board meeting following the fiscal year end closing. The board meeting is held the first Thursday of the month.

The audit fieldwork should begin no earlier than the first week in November, in order to meet the identified deadlines. The Auditing Firm is to transmit an electronic copy of the draft audit report to the Council's Chief Financial Officer on or before the second week in January.

The Auditing Firm shall complete its audit and render fifty (50) printed audit report copies and one electronic copy of the audit report, seven (7) business days prior to the February Board meeting.

Reports may be submitted earlier than the above schedule. However, if the Auditing Firm fails to make delivery of the audit reports within the time schedule specified herein, or if the Auditing Firm delivers audit reports which do not conform to all of the provisions of this agreement, or if any terms of the contract have been breached, the Council may give written notice of default to the Auditing Firm, terminate the whole or any part of this agreement. Administrative, contractual or legal actions may be taken if there is a serious breach of contract.

The Auditing Firm will present the completed audit reports to the Personnel, Budget, and Finance Committee and the full policy body of the Council and additional committees as requested.

Price

The Auditing Firm's proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Auditing Firm should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should be indicated. **The pricing information should be given in a separate sealed envelope.**

Payment

Payment will be made when the Council has determined that the total work effort has been satisfactorily completed. Should the Council reject the report, the Chief Executive Officer will

notify the Auditing Firm in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this agreement and for ninety (90) days after the Auditing Firm submits the final invoice for payment.

Progress payments will be allowed to the extent that the Council can determine that satisfactory progress is being made.

Upon delivery of the all copies of the final reports to the Council full policy body and their acceptance and approval, the Auditing Firm may submit an invoice for the balance due on the agreement for the audit. In no instances will a payment be made above and beyond the agreement price.

Work Papers

Upon request, the Auditing Firm will provide a copy of the Work Papers pertaining to any questioned costs determined in the audit. The Work Papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.

- A) The Work Papers will be retained at least five (5) years from the end of the audit period.
- B) The Work Papers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and the Council.

Confidentiality

The Auditing Firm agrees to keep the information related to this agreement in strict confidence. Other than the reports submitted to the Council, the Auditing Firm agrees not to publish, reproduce or otherwise divulge such information, in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information while in the Auditing Firm's possession to those employees on the Auditing Firm's staff who must have the information on a "need-to-know" basis. The Auditing Firm agrees to immediately notify, in writing, the Council's authorized representative in the event the Auditing Firm determines or has reason to suspect a breach of this requirement.

Insurance Requirement

The firm awarded the contract shall secure, maintain and present insurance coverage reflecting the minimum amounts of \$ 1,000,000 for general liability, \$1,000,000 for professional liability and workers compensation to include employers liability limits as required by the State of Florida.

The firm must also name the Council as an additional insured on the general liability and professional liability.

Public Entity Crimes Certification

In accordance with Florida Statutes section 287.133(3) (a), the Auditing Firm will complete and return as part of the RFP the Public Entity Crimes Certification form.

Drug-Free Workplace Certification

In accordance with Florida Statutes section 287.087, the Auditing Firm will complete and return as part of the RFP the Drug-Free Workplace Certification form.

Peer Review

Auditing Firm must include a copy of the most recent peer review report, the related letters of comments, and the firm’s response to the letter of comments.

Auditing Firm’s Technical Qualifications

The Auditing Firm, in its proposal, shall, as a minimum, include the following:

A. Prior Auditing Experience

The Auditing Firm should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

- 1) Prior experience auditing multi-funded nonprofit governmental agency under the OMB Circular A-133, Single Audit Act.
- 2) Prior experience auditing similar programs funded by the State of Florida.
- 3) Prior experience auditing Federal programs in accordance with the provisions of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200).
- 4) Prior experience auditing computerized systems that allocate indirect costs.

B. Organization, Size, and Structure

- 1) The Auditing Firm should describe its organization, size (in relation to audits to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.
- 2) State whether the firm is local, regional, or national. Provide the location of the office from which the work is to be performed.

C. Staff Qualifications

The Auditing Firm should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

- 1) Audit team make-up.
- 2) Overall supervision to be exercised.
- 3) Prior experience of the individual audit team members.

Only include resumes of staff to be assigned to the audits. Education, position in firm, years and types of experience, continuing professional education, state(s) in which licensed as a CPA, etc., will be considered.

D. Understanding of Work to be Performed

The Auditing Firm must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Auditing Firms by the Council, because the Northeast Florida Regional Council desires to contract only with an Auditing Firm who is already familiar with these publications.

E. Auditing Firm Contact

The Auditing Firm will identify the person who will serve as the Auditing Firm's contact with the Council, along with the person's mailing address and telephone number.

Proposal Evaluation

A. Submission of Proposals

All proposals shall include four (4) bound copies and one (1) digital copy of the Auditing Firm's technical qualifications, pricing information (in a separately sealed envelope), the Drug-Free Workplace form, the Public Entity Crimes form, the firm's latest peer review and the signed Certifications. These documents will become part of the agreement.

B. Nonresponsive Proposals

The Council reserves the right to waive any immaterial inconsistencies in a proposal which might otherwise appear to make said proposal nonresponsive. Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- 1) The proposal is not received timely in accordance with the terms of this RFP.

- 2) The proposal does not include the Certifications, Drug-Free Workplace form and Public Entity Crimes form.
- 3) The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the Governmental Auditing Standards of the U.S. Comptroller General.

C. Evaluation Process

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
1) Prior experience auditing	
a. Prior experience auditing multi-funded nonprofit governmental agency under OMB Circular A-133	0-10
b. Prior experience auditing similar programs funded by State of Florida	0-10
c. Prior experience auditing Federal programs under the provisions of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200)	0-10
d. Prior experience auditing computerized systems that allocate indirect cost	0-10
2) Organization, size, and structure of Auditing Firm.	
a. Number of staff auditors available for this audit	0-5
b. Minority/small business	0-5
3) Qualifications of staff to be assigned to the audits to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered.	
a. Audit team makeup	0-10
b. Average length of public and governmental experience for staff auditors and supervisor involved in audit	0-10
4) Auditing Firm's understanding of work to be performed.	

a.	Statement of understanding of work to be performed	0-10
b.	Realistic time estimates of each audit step	0-5
5)	Price	<u>0-15</u>

MAXIMUM POINTS: 100

D. Review Process

The Council may, at its discretion, request presentations by or meeting with any or all Auditing Firms, to clarify or negotiate modifications of the Auditing Firm’s proposals.

However, the Council reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Auditing Firm can propose.

The Council contemplates award of the contract to the responsible Auditing Firm with the highest total points.

CERTIFICATIONS

On behalf of the Auditing Firm:

- A. The individual signing certifies he/she is authorized to contract on behalf of the Auditing Firm.
- B. The individual signing certifies the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- C. The individual signing certifies the prices quoted in this proposal have not been knowingly disclosed by the Auditing Firm prior to an award to any other Auditing Firm or potential Auditing Firm.
- D. The individual signing certifies the Auditing Firm is a properly licensed certified public accountant, and a public accountant licensed in the State of Florida.
- E. The individual signing certifies the Auditing Firm meets the independence standards of the Governmental Auditing Standards.
- F. The individual signing certifies he/she is aware of and will comply with the U.S. Government Accountability Office (GAO) requirement of an external quality control (peer) review at least once every three years.

- G. The individual signing certifies he/she has read and understands the following publications relative to the proposed audits:
1. Governmental Auditing Standards issued by the Comptroller General of the United States (also referred to as the Yellow Book)
 2. Governmental, Accounting, Auditing, and Financial Reporting (GAAFR)
 3. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
 4. OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200).
 5. The American Institute of CPAs (AICPA) guide to State and Local Governments.
- H. The individual signing certifies he/she has read and understands all of the information in this Request for Proposal.
- I. The individual signing certifies the Auditing Firm, and any individuals to be assigned to the audits, does not have a record of substandard audit work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Auditing Firm or any individual to be assigned to the audits has been found in violation of any state or AICPA professional standards, this information must be disclosed.)

Dated this ____ day of _____, 2018.

 (Auditing Firm's Name)

 Signature of Auditing Firm's Representative

 Printed Name and Title of Individual Signing

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MEMORANDUM

DATE: JULY 2, 2018

TO: NORTHEAST FLORIDA REGIONAL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: BETH PAYNE, EMERGENCY PREPAREDNESS DIRECTOR 

RE: MARKETING FIRM SELECTION FOR THE HEALTHCARE COALITIONS IN REGION 3

The Northeast Florida Regional Council released a Request for Proposals (attached) in mid-June to solicit a marketing firm for the three (3) Healthcare Coalitions (HCC) in Region 3; Northeast Florida HCC, North Central Florida HCC and CHAMP (Marion County). The marketing firm will focus on member outreach and recruitment and brand awareness.

In total, the Council received six (6) responses. The proposal review committee included two Council staff members. Proposals were received from, in alphabetic order:

- Bayshore Marketing Group
- Blueprint Creative Group
- Broadbased
- Designer at Large
- Evok Advertising
- The Weinback Group

The committee unanimously chose Blueprint Creative Group as being the most responsive and qualified for the project. Bayshore Marketing Group ranked second.

Recommendation

Authorize the CEO to negotiate and execute a contract with Blueprint Creative Group, not to exceed \$54,500. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with Bayshore Marketing Group in the amount of \$60,000.

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NORTHEAST FLORIDA REGIONAL COUNCIL

REQUEST FOR PROPOSALS

FOR

MARKETING FIRM

General Information

A. Purpose

This Request for Proposal (RFP) is to obtain the services of a Marketing Firm that can assist the three healthcare coalitions in Region 3 – Northeast Florida Healthcare Coalition, North Central Florida Healthcare Coalition and the Coalition for Health and Medical Preparedness (CHAMP).

B. Description of Entity

Healthcare Coalitions have been defined as “a collaborative network of healthcare organizations and their respective public and private sector response partners that serve as a multi-agency coordinating group to assist with preparedness, response, recovery, and mitigation activities related to healthcare organization disaster operations.”

The development and sustainment of Healthcare Coalitions (HCC) is a federal initiative and a requirement of the Hospital Preparedness Program (HPP) Cooperative Agreement funded by the Assistant Secretary for Preparedness and Response (ASPR). The purpose of HCCs is to ensure that local providers and other healthcare partners plan collaboratively for the risks facing the healthcare community and identify available local resources.

Each of the three Coalitions represents different geographic areas, but all are made up of multi-discipline, multi-jurisdictional partners. These include public, private and governmental agencies that are a part of the overall healthcare system in the six county region. Disciplines include, but are not limited to: Health Providers, Medical First Responders, Public Health officials, Emergency Management, to name a few.

The Northeast Florida Healthcare Coalition was formed in 2013 and includes Nassau, Duval, Baker, Clay, Flagler and St. Johns Counties. The North Central Florida Healthcare Coalition includes Alachua, Bradford, Union, Gilchrist, Columbia, Hamilton, Suwannee, Lafayette, Dixie, Levy and Putnam counties. CHAMP represents Marion County.

C. Terms of Agreement

It is expected that the contract shall be a one year fixed price contract, with the option of extending for one additional year. The cost for the optional periods will be negotiated at renewal.

The contract shall begin July 15, 2018 and end on June 30, 2019.

D. Instructions on Proposal Submission

1) Closing Submission Date

Proposals must be submitted **no later than 3:00 p.m. on June 27, 2018.**

2) Inquiries

In order to ensure consistent responses and to ensure consistent and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to dstarling@nefrc.org. All questions and answers will be posted at www.nefrc.org. No questions will be accepted after 4:00 p.m. on June 20, 2018.

Except for as provided above and for current business, during the bidding process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council's Board of Directors or employees in any respect during the solicitation and evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

3) Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Marketing Firm and will not be reimbursed by the Council.

E. Instructions to Prospective Bidders

Your proposal should be addressed as follows:

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
Attention: Donna Starling

It is important that the Marketing Firm's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL
For Marketing Services

Late proposals will not be considered.

F. Applicable Laws and Regulations

The selected marketing firm shall comply with all federal, state and local laws, rules and regulations which may apply.

G. Right to Reject

The Council reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. The Council may request additional information from any proposer.

H. Small and/or Minority-Owned Businesses

Efforts will be made by the Council to utilize small businesses and minority-owned businesses.

A Marketing Firm qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.3-8).

I. Notification of Award

It is expected that a decision selecting the successful Marketing Firm will be made within two months of the closing date for the receipt of proposals.

Scope of Services

The services requested are for planning, research, contact and engagement to increase awareness of each Coalition and to increase membership in the targeted sections for membership. Potential Members include:

- Hospitals
- Long Term Care
- Emergency Management/Public Safety agencies
- Law Enforcement
- Fire/Rescue / EMS
- Dialysis Centers
- AmSurg Facilities
- Home Healthcare
- Public Health Agencies
- Trauma Programs
- Private Practice Doctors
- Hospice Facilities
- Pharmacy’s
- Medical Examiners
- Durable Medical Equipment Providers
- Dialysis Centers
- Other related healthcare facilities

Additionally, provide services related to:

- consultation and feedback on increasing brand awareness,
- creative and innovative ideas to reach new members,

- develop methods and products to increase the visibility of the Coalition and its mission to the public at large, and
- provide approaches to educate members on services provided by the Coalition and benefits to membership.

It is expected that available resources are used in the most conservative way to reach the most targeted individuals, facilities, and organizations for increased awareness of coalition initiatives and increase coalition membership across the three coalitions. Additionally, individual coalitions may have additional expectations of the selected marketing firm and will be decided by each Coalition Board on those needs.

Price

The proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Firm should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should be indicated. **The pricing information should be given in a separate sealed envelope.**

Public Entity Crimes Certification

In accordance with Florida Statutes section 287.133(3) (a), the Auditing Firm will complete and return as part of the RFP the Public Entity Crimes Certification form.

Drug-Free Workplace Certification

In accordance with Florida Statutes section 287.087, the Marketing Firm will complete and return as part of the RFP the Drug-Free Workplace Certification form.

Technical Qualifications

The Marketing Firm, in its proposal, shall, as a minimum, include the following:

A. Prior Experience

The Firm should describe its prior experience including the names, addresses, contact persons, and telephone numbers of prior clients. Experience should include the following categories:

- 1) Prior experience with healthcare entities, including Healthcare Coalitions.
- 2) Prior experience in increasing the membership of an organization.

B. Organization, Size, and Structure

- 1) The Marketing Firm should describe its organization, size and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.

- 2) State whether the firm is local, regional, or national. Provide the location of the office from which the work is to be performed.

C. Staff Qualifications

The Marketing Firm should describe the qualifications of staff to be assigned to the contract. Descriptions should include:

- 1) Team make-up.
- 2) Prior experience of the individual team members.

D. Firm Contact

The Firm will identify the person who will serve as the contact with the Council, along with the person's email address and telephone number.

Proposal Evaluation

A. Submission of Proposals

All proposals shall include three copies of the Firm's technical qualifications, pricing information (in a separately sealed envelope), the Drug-Free Workplace form, and the Public Entity Crimes form.

B. Nonresponsive Proposals

The Council reserves the right to waive any immaterial inconsistencies in a proposal which might otherwise appear to make said proposal nonresponsive. Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- 1) The proposal is not received timely in accordance with the terms of this RFP.
- 2) The proposal does not include the all required documentation.

C. Evaluation Process

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
1) Prior experience	
a. Prior experience with healthcare clients	0-10
b. Prior experience with similar clients within the State of Florida	0-10
c. Prior experience in increasing membership & proven outreach strategies	0-10
2) Organization, size, and structure of Marketing Firm.	
a. Number of staff to be assigned to the tasks to be performed	0-5
b. Minority/small business	0-5
3) Qualifications of staff to be assigned to the tasks to be performed. This will be determined from resumes submitted. Education, position in firm, years and types of experience, etc. will be considered.	
a. Team makeup	0-10
b. Relevant experience of team members	0-10
4) Price	<u>0-15</u>

MAXIMUM POINTS: 75

D. Review Process

The Council may, at its discretion, request presentations by or meeting with any or all Firms, to clarify or negotiate modifications of the Firm's proposals.

However, the Council reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Firm can propose.

The Council contemplates award of the contract to the responsible Marketing Firm with the highest total points.

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MEMORANDUM

DATE: JULY 3, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

FROM: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

RE: FISCAL IMPACT MODEL CONSULTANT SELECTION

As you may recall, Nassau County and the Council have teamed up to develop a Fiscal Impact Model for use by the County and ultimately by any other local government in the Region. Nassau County has committed \$60,000 to this effort and the Council has committed \$25,000. Model development is beyond both Nassau County and Council staff's expertise.

We recently concluded a competitive procurement process through a Request for Proposals (attached) and received six (6) responses. The proposal review committee consisted of four (4) Nassau County personnel and one (1) Council staffer. Proposals were received from, in alphabetic order:

- Bluegrass Research Alliance Corporation
- Fishkind & Associates
- Metro Forecasting Models
- RCLCO
- Tischler Bise
- University of West Florida, Haas Center

The Committee unanimously chose Tischler Bise as being most responsive and best suited for this project with Metro Forecasting Models ranked second.

Recommendation

Authorize the CEO to negotiate and execute a contract with Tischler Bise in the amount of \$84,500. Should those negotiations fail, the CEO will negotiate and execute a contract with Metro Forecasting Models in the amount of \$75,000.

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Request for Proposals

**Northeast Florida
Local Government
Fiscal Analysis Tool
Development**

Background

The **Northeast Florida Regional Council (NEFRC)** is the regional planning organization for seven Northeast Florida counties (Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties) and their twenty-six municipalities. The NEFRC has extensive experience in economic impact modelling and wishes, on behalf of its local governments, to develop a fiscal impact tool for its use and the use of its local governments.

Nassau County, Florida is a political subdivision of the State and is partnering with the NEFRC in this endeavor. Nassau County will be the pilot community for the development of a tool that will have universal application throughout the Region.

Florida has a spotty and inconsistent history with fiscal impact analysis from rudimentary hand calculations of impact to computerized spreadsheet driven models. These statewide efforts calumniated with statutory mandated comprehensive plan requirements of financial feasibility and a state-sponsored analysis model. However, the “great recession” and the passage of the “Community Planning Act” saw the end to the mandates and the abandonment of the state-sponsored model.

Local governments in Northeast Florida, led by Nassau County, have expressed an interest in developing a tool to help local decision makers understand the fiscal impacts of development proposals or land use scenarios as it relates to the costs and revenues resulting from development.

The purpose of this RFP is to solicit proposals for a contractor(s) to undertake development of a fiscal impact tool, using Nassau County, Florida as the test bed, as more fully described within this RFP.

Stakeholder Input

It is expected that the chosen firm will garner input from stakeholders, from the NEFRC and Nassau County. Additionally, it is expected that the chosen firm will present the deliverables to Nassau County and the Northeast Florida Regional Council in separate forums open to the public. Please factor travel expenses into the response to this RFP.

Responses

Responding to this Request for Proposal is non-binding. No obligation on the part of the Northeast Florida Regional Council as the RFP issuing agency or on behalf of the responding entity is created by the response. The Northeast Florida Regional Council reserves the right to reject all proposals and re-issue an RFP at their discretion. NEFRC reserves the right to request additional information from all or a single respondent.

Submittal Contents

A. Title Page

Show the RFP subject, the name of the responding entity, local address, telephone number, email, name of the contact persons and the date.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Letter of Transmittal (Limit to two pages).

C1. State the names of the persons who will be authorized to make representations for the firm and their titles.

C2. State that the person signing the letter will be authorized to bind the firm.

D. Scope of Work /Cost Proposal/Fee Schedule

D1. Project Criteria:

The following project criteria will serve as the basis for a contractual scope of work, and should be treated in response to this RFP as expected deliverables. Each deliverable should be in the form of a written report. Additionally, it is expected that respondents will identify their proposed methodology for achieving/satisfying the project criteria. Respondents are encouraged to be as specific as possible.

Approach

Following a kick-off meeting with the NEFRC and Nassau County respondent shall outline an approach to developing the tool and shall describe both the theoretical and practical basis for that recommendation. Ease of use and updating, accuracy of the expected results, and availability of input data, at a minimum, should be considered. The approach shall be provided to the NEFRC as a report as provided above in D.1.

Stakeholder Meeting/Data Collection

Respondent shall attend a stakeholder meeting at which the approach will be finalized and all necessary data sets identified. Respondent, with the assistance of Nassau County, shall collect and source the required data. The sourced data sets shall be provided to the NEFRC as a report as provided above in D.1.

Tool Development and Testing

Respondent shall develop the tool and, with assistance from the stakeholders, test it on no less than five (5) developments/land use scenarios selected by the stakeholders. Upon successful testing, the model shall be provided to the NEFRC as a report as provided above in D.1. Model delivery shall be accompanied by a detailed explanation of all calculations, formula, algorithms, and equations used in the model.

User Manual and Staff Training

Respondent shall develop a detailed and understandable user manual that would be suitable for someone wholly unfamiliar with the model to make accurate and efficient use of the tool. Provide at least one day of on-site training for NEFRC and Nassau County staff. The sourced User Manual shall be provided to the NEFRC as a report as provided above in D.1.

- D2. Provide a proposed Scope of Work with detailed descriptions of deliverables, tasks, timelines and compensation rates. Consultant time and travel expenses for study period as well as annual follow up visit for a subsequent year should be included in price.
- D3. Cost/Fee proposals shall be “fixed-fee” deliverable based, with a clear breakdown and description of tasks and their associated costs.
- D4. State whether the firm has been involved in contracts in which some costs have been disallowed.

E. Expertise and Work Experience

Respondents should document:

- E1. Expertise and work experience in conducting fiscal impact analysis and in fiscal impact model development;
- E2. Prior work experience in markets substantially similar to Northeast Florida;
- E3. Quality of previous work (include references);
- E4. Ability to perform tasks and provide deliverables within a six month timeframe;

F. Qualifications and expertise of personnel to perform each of the tasks

- F1. State the location of the office(s) from which the work is to be performed.
- F2. List and describe recent experiences similar to those requested in this proposal.
- F3. Provide names, addresses and telephone numbers of client references. A minimum of three references are preferred but submit no more than five.

- F4. Provide the name(s) of the person(s) that will be assigned to this project along with concise statement of qualifications and experiences. Resumes should be included in an appendix.
- F5. State the relevant staff training employed by the firm and name(s) of the various professional organizations for which membership is maintained.

G. Litigation and Debarment

Respondents must disclose any prior, current, or proposed business related debarment, suspension, ineligibility, voluntary exclusion from contracts, litigation, bankruptcy, or loan defaults within the past five (5) years; as well as if the respondent or any of its principals are the subject of any investigations or hearings by any Federal, State, or local regulatory agency. If none, a statement to that effect must be included.

Terms and Conditions

A. Contract Agreement/Scope of Work/Compensation

The selected respondent will be expected to enter into a formal agreement at the time of selection. The selected respondent(s) will also be expected to submit a scope of work with detailed descriptions of deliverables, tasks, timelines, and associated compensation.

B. Acceptance/Rejection of Proposals

The Northeast Florida Regional Council reserves the right to accept or reject any or all proposals received as a result of this request, and to waive any informalities, defects, or irregularities in any proposal.

C. Proposals

To be considered, respondents must submit a complete response to the RFP using the format provided in the Submittal Instructions. The respondent shall furnish such additional information as may be reasonably required. The Northeast Florida Regional Council reserves the right to investigate the qualifications of the respondent as deemed appropriate and to reject any or all Qualifications and to waive technicalities and informalities. All material submitted becomes the property of the Northeast Florida Regional Council.

D. Intellectual Property

All work products related to a contract resulting from this RFP shall be sole and exclusive intellectual property of the NEFRC and Nassau County. Any source code, programming tools or other materials used by the respondent in connection with this project, even if existing prior to this RFP, shall not be included within the definition of Preexisting materials and shall be jointly owned by the NEFRC and Nassau County.

Proposal Scoring Criteria

Proposals will be rated on the following criteria:

Response to the Scope of Work (D1)	30 points
Fee Proposal (D2-D4)	30 points
Firm Expertise/Work Experience (E1-E4)	20 points
Personnel Qualifications/experience (F1-F5)	20 points

Submittal Instructions

This RFP shall be construed in accordance with the laws of the State of Florida. The selected firm(s) agrees to subject themselves to the jurisdiction and venue of the Circuit Courts in Duval County, Florida as to all matters and disputes that may arise under this RFP.

Responses to this RFP must include six (6) bound copies and (1) digital copy. Responses must be clearly marked on the outside:

[FIRM NAME]
REQUEST FOR PROPOSAL RESPONSE
NORTHEAST FLORIDA FISCAL IMPACT TOOL

Please attach a cover letter including the company name, contact person and title, address, telephone numbers and email address.

The deadline for submissions is **2:00 p.m. Eastern Time Zone, May 14, 2018**. Responses received after this date and time will not be considered. Responses must be directed to:

Brian Teeple
Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, Florida 32202

RFP Questions and Clarification

In order to ensure consistent responses and to ensure consistent and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to bteeple@nefrc.org. All questions and answers will be posted at www.nefrc.org. No questions will be accepted after 5:00 p.m. on May 3, 2018.

During the bidding process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council’s Board of Directors or employees, or any

member of the Nassau County Board of County Commissioners, the County Manager or any County employee or agent regarding the solicitation in any respect during the solicitation and evaluation period.

The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

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MEMORANDUM

DATE: JUNE 27, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

FROM: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

RE: DRAFT CEO RECRUITMENT PROCESS

As requested by the Personnel, Budget and Finance Policy Committee at the June 7, 2018 meeting, please find attached a draft CEO recruitment Process for your consideration.

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DRAFT
CEO Recruitment Process

Process/Timeline

1. July 5, 2018 – PB&F establish recruitment process, timeline, minimum qualifications, position description and salary range
2. July 5, 2018 – Executive Committee considers PB&F recommendations and finalizes the above
3. July 5, 2018 – Job is posted
4. July 26, 2018 – Resumes/Applications due
5. August 2, 2018 – PB&F select Candidates for interviews and recommends to the Board
6. August 2, 2018 – Board considers PBF recommendation and finalizes list
7. August 3, 2018 – staff contacts candidates selected for interviews to determine continued interest and schedules interviews for September 6, 2018
8. September 6, 2018 – Executive Committee interviews candidates and formulates a recommendation to the Board
9. October 4, 2018 – Board considers Executive Committee recommendation

The Northeast Florida Regional Council

The Northeast Florida Regional Council (NEFRC) is a regional planning and coordination organization formed in 1977 by the seven (7) counties in Northeast Florida. The NEFRC is a regional governmental agency that has programmatic and policy responsibility in four major areas: planning, policy, emergency preparedness and economic development. The NEFRC is governed by a 35 member Board of Directors consisting of 2/3 local elected officials and 1/3 gubernatorial appointees.

The NEFRC serves a seven (7) county in Florida's northeast corner consisting of the urban, suburban, exurban and rural communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties and their 26 municipalities. The NEFRC office is located in Jacksonville, Florida.

Minimum Qualifications

1. Master's Degree in urban and regional planning, public administration or related field.
2. Ten (10) years of progressively responsible experience in planning, policy, emergency management, economic development or other fields related to the activities of Regional Councils:
 - a. Five (5) of which must be at the supervisory level
 - b. Five (5) of which must be at a Regional Council or other general purpose regional organization
3. Experience in successful fiscal management involving multiple funding sources.
4. Knowledge and experience in the principles and practice of intergovernmental coordination and relations.

5. Ability and experience to direct and supervise a staff of professional employees and administrative personnel.
6. Ability to market and promote the Regional Council's programs and services and to be entrepreneurial.
7. Ability to build consensus among officials, partners and stakeholders to further the mission of the Regional Council and its member local governments.
8. Excellent oral and written communication skills also with active listening skills.
9. Ability to be politically aware without being political.

Position Description

The Chief Executive Officer (CEO) serves at the pleasure of the Board of Directors and is responsible for making recommendations to the Board on important policy, programmatic and project issues and carrying out the policies and directives of the Board. The CEO is also responsible to the NEFRC's three standing committees and numerous subsidiary boards, coalitions, and committees.

The CEO is responsible for the proper fiscal management and reporting of the NEFRC's finances, maintaining positive and productive relationships with the local, state and federal governments, subsidiary organizations, partners and stakeholders.

The CEO is responsible for marketing and promoting the NEFRC and for being entrepreneurial to assure the NEFRC is properly resourced. Likewise the CEO is responsible for keeping the Board informed about the NEFRC's activities and the short and long term trends that may affect the NEFRC and its member local governments.

Compensation

The NEFRC offers competitive salary and benefits, including participation in the Florida Retirement System. Salary range is \$100,000 - \$120,000 commensurate with qualifications and experience.

Agenda Item

Tab 7

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100 Festival Park Avenue
Jacksonville, FL 32202
☎ (904) 279-0880
📠 (904) 279-0881
🌐 www.nefrc.org
✉ info@nefrc.org

Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

Bringing Communities Together

MEMORANDUM

DATE: JUNE 26, 2018
TO: PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE
FROM: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 
RE: FY 18-19 OFFICER NOMINATIONS

The Personnel, Budget and Finance Policy Committee sits as the Nomination Committee for the officers of the Council. As you know the current officers are as follows:

President:	Jimmy Anderson	Baker
1st Vice-President:	Catherine Robinson	Flagler
2nd Vice-President:	Len Kreger	Nassau
Sec/Treasurer:	Darryl Register	Baker

Although you and the full Council are empowered to do anything you want regarding officers, historically there has been a succession from 2nd to 1st to President. Also, historically, the Secretary/Treasurer has not moved in the succession. If you choose to follow this process you would promote the 1st Vice-President to the position of President, the 2nd Vice-President to 1st Vice-President and would be looking to fill the 2nd Vice-President position.

For your information I have attached a current roster of Members as well as a historical roster of NEFRC Chairs/Presidents.

If you have any questions or need additional information please let me know.

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EQUAL OPPORTUNITY EMPLOYER



NORTHEAST FLORIDA REGIONAL COUNCIL

2017/2018 POLICY BODY MEMBERS

(5/2018)

BAKER COUNTY

Hon. Jimmy Anderson (C) (03/11)
President
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
(B) 904-259-3613
anny@bakercountyfl.org

Hon. James Bennett (C) (12/14)
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
(B) 904-259-3613
(C) 904-568-2648
james.bennett@bakercountyfl.org

Mr. Michael Griffis (M) (11/14)
PO Box 545
Glen St Mary FL 32040
Home 904 259-3504
Cell 904 613-9255
mike_griffis@nefcom.net

Mr. Darryl Register (G) (12/06)
Secretary/Treasurer
20 E. Macclenny Avenue
Macclenny, FL 32063
(B) 904-259-6433
(C) 904-226-4780
dregister@bakerchamberfl.com

CLAY COUNTY

Mr. Michael Bourre (G) (01/16)
Bourre Constructions
P.O. Box 8070
Fleming Island, FL 32006
(C) 904-504-1342
mbourre@bourreconstructiongroup.com

Mr. Doug Conkey (G) (01/16)
2540 Sterling Oaks Ct.
Orange Park, FL 32073
(904) 505-9326
dconkey@bellsouth.net

C = County appointee
G = Governorial appointee
M = Municipal appointee
Date appointed in (**bold**)

DUVAL COUNTY

Hon. Elaine Brown (G) (03/09)
116 First Street
Neptune Beach, FL 32266
(B) 904-318-5904
ebrown@neptune-beach.com

Hon. John Crescimbeni (C) (07/17)
City of Jacksonville City Council
117 West Duval Street, Ste 425
Jacksonville, FL 32202
(B) 904-630-3409
JRC@coj.net

Hon. Bill Gulliford (C) (07/17)
City of Jacksonville City Council
117 West Duval Street, Ste 425
Jacksonville, FL 32202
(B) 904-630-1397
gulliford@coj.net

Hon. Sean Lynch (M) (12/17)
Town of Baldwin
10 U.S. 90 West
Baldwin, FL 32234
(B) 904-266-5030
Mayor@baldwinfl.com

(G) – Vacant

FLAGLER COUNTY

Hon. Milissa Holland (M) (12/17)
Mayor, City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164
(B) 386-986-3710
mholland@palmcoastgov.com

Hon. Catherine Robinson (M) (08/08)
1st Vice President
Mayor, City of Bunnell
PO Box 756,
Bunnell, FL 32110-0756
(B) 386-437-7500
(F) 386-437-7503
crobinson@bunnellcity.us

Hon. David Sullivan (C) (05/17)
Flagler County Board of County Commissioners
1769 E. Moody Blvd., Bldg. 2
Bunnell, FL 32110
(B) 386-313-4101
(C) 386-276-0384
dsullivan@flaglercounty.org

Ms. Helga Van Eckert (G) (01/16)
1769 E. Moody Blvd.
Bunnell, FL 32110
(B) 386-313-4071
hvaneckert@flaglercountyledc.com

NASSAU COUNTY

Hon. John Drew (G) (01/16)
86130 License Road, Ste 7
Fernandina Beach, FL 32034
(B) 904-491-7413
jdrew@nassautaxes.com

Hon. Len Kreger (M) (01/16)
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(B) 904-432-8389
lkreger@fbfl.org

Mr. John Martin (C) (05/18)
2120 Highland Street
Fernandina Beach, FL 32034
(B) 904-548-4670
(C) 904-225-6423
Beach261@bellsouth.net

Hon. George Spicer (C) (05/15)
Nassau County Board of County Commissioners
96135 Nassau Place, Suite 1
Yulee, FL 32097
(C) 904-568-3409
gspicer@nassaucountyfl.com

PUTNAM COUNTY

Hon. Buddy Goddard (C) (11/16)
Putnam County Board of County Commissioners
134 Whispering Winds Road
Palatka, FL 32177
(B) 386-329-0214
(C) 386-227-0013
buddy.goddard@putnam-fl.com

Hon. Larry Harvey (G) (01/16)
Putnam County Board of County Commissioners
111 Sasso Drive
Interlachen, FL 32148
(B) 386-916-8923
larry.harvey@putnam-fl.com

Hon. Terrill Hill (M) (02/17)
Mayor, City of Palatka
201 North 2nd Street
Palatka, FL 32177
(B) 386-329-0100 ext. 223
thill@palatka-fl.gov

Mr. Kelly Redford (C) (02/17)
203 S. Highway 17
East Palatka, FL 32131
(B) 386-326-3499
(C) 270-366-3033
kellyra1986@yahoo.com

ST. JOHNS COUNTY

Hon. Roxanne Horvath (M) (02/13)
St. Augustine City Commissioner
P.O. Box 210
St. Augustine, FL 32085
(B) 904-825-1266
duoarch@comcast.net

Hon. James K. Johns (G) (06/15)
St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, FL 32084
(B) 904-209-0301
(C) 904-615-7437
Bcc1jjohns@sjcfl.us

Hon. Paul M. Waldron (C) (11/16)
St. Johns County Commissioner
500 San Sebastian View
St. Augustine, FL 32084
(B) 209-0303
Bcc3pwaldron@sjcfl.us

(C) – Vacant
(G) – Vacant

EX-OFFICIO NON-VOTING MEMBERS

Mr. Curtis Hart (G) (01/16)
Representing FL DEO
8051 Tara Lane
Jacksonville, FL 32216
(C) 904-993-5008
curtishart1972@att.net

Mr. Larry Parks (12/03)
FDOT Director of Planning & Production,
District Two
1109 South Marion Avenue
Lake City, FL 32025-5874
(B) 386-961-7850
(Fax) 386-961-7630
robert.parks@dot.state.fl.us

Mr. Geoffrey Sample (09/13)
Intergovernmental Coordinator
Office of Communications and
Intergovernmental Affairs
St. Johns River Water Management Dist.
7775 Baymeadows Way, Ste. 102
Jacksonville, FL 32256
(B) 904-448-7904
(C) 904-545-4902
gsample@sjrwmd.com

Mr. Gregory Strong (12/05)
FDEP Director of Dist. Mgmt.
8800 Baymeadows Way, Suite 100
Jacksonville, FL 32256
(B) 904-256-1700
(Fax) 904-256-1588
greg.strong@dep.state.fl.us

NORTHEAST FLORIDA REGIONAL COUNCIL
CHAIRS/PRESIDENTS

1977-1978

H. L. Wiles - St. Johns(C)

1988-1989

James E. Testone - Nassau(C)

1979-1981

Lee Drawdy - Clay(C)

1989-1990

Harry Waldron - St. Johns(C)

1981-1982

Nancie Crabb - Duval(C)

1990-1991

Guy Odum - St. Johns(G)

1982-1983

Kelley R. Smith - Putnam(C)

1991-1992

James Jett - Clay(C)

1983-1984

Harry Waldron - St. Johns(C)

1992-1993

Samuel Taylor - Putnam(C)

1984-1985

Dale Wilson - Clay(C)

1993-1994

Dick Kravitz - Duval(C)

1985-1986

Merhl E. Shoemaker - Flagler(C)

1994-1995

Martyna McLean - Flagler(G)

1986-1987

Francis N. Brubaker - St. Johns(C)

1995-1996

Tom Branan - Nassau(C)

1987-1988

Hugh D. Fish, Jr. - Baker(C)

1996-1997

Bill Basford - Clay(C)

1997-1998

Ginger Barber - Baker(G)

2006-2007

Chip Laibl -Putnam(C)

1998-1999

Harry Waldron - St. Johns(G)

2007-2008

Harold Rutledge -Clay(C)

1999-2000

Alberta Higgs - Duval(C)

2008-2009

Mike Boyle -Nassau(C)

2000-2001

Linda Myers - Putnam(C)

2009-2010

Michael Griffis -Baker (C)

2001-2002

Glenn Lassiter - Clay(C)

2010-2011

Elaine Brown -Duval (G)

2002-2003

Ginger Barber - Baker(C)

2011-2012

Bob Sgroi -Flagler (G)

2003-2004

Jerry Holland -Duval(C)

2012-1013

Larry Williams -Nassau(G)

2004-2005

Blair Kanbar - Flagler(C)

2013-2014

Wendell Davis -Clay (C)

2005-2006

Karen Stern -St. Johns(C)

2014-2015

Kenny Eubanks -Putnam (C)

2015-2016

Vernon Myers -Putnam (M)

2016-2017

Roxanne Horvath -St. Johns (M)

2017-2018

Jimmy Anderson -Baker (C)

2018-2019

Catherine Robinson -Flagler (M)

2019-2020

Len Kreger -Nassau(M)

Bold items require positive Council action.
C-county, G-gubernatorial, M-municipal