



From: Jessica Lopez
Procurement and Contracts Coordinator

To: Valerie Neilson, AICP
Executive Director

Date: May 16, 2025

Re: NOTICE OF INTENT TO AWARD RFP FY25-04
Annual Financial Statement Preparation and Auditing Services

On April 21, 2025, Request for Proposals (RFP) FY25-04 Annual Financial Statement Preparation and Auditing Services was publicly advertised for 15 business days in accordance with the Palm Beach TPA Procurement Policy. Per Florida Statutes Section 218.39 and 218.391, an auditor selection committee consisting of three members including a member of the TPA governing body served as the chair of the committee. The auditor selection committee met on May 15, 2025, and evaluated and ranked the three responsive proposals based on the evaluation criteria as specified in Section 2.18 of the RFP. The results of the evaluation process are shown below:

Rank	Respondent	Average Total Weighted Score
1	Citrin Cooperman	90.00
2	James Moore & Co.	88.33
3	Carr, Riggs & Ingram	81.33

The auditor selection committee voted unanimously to forward the ranked proposals to you to negotiate a contract with the highest ranked firm for execution by the Palm Beach TPA Governing Board. Based on the ranking above, the Finance and Operations team will begin contract negotiations in order for you to present a contract for execution to the TPA Governing Board on June 26, 2025, with an anticipated contract start date of July 1, 2025.

Approved:

Valerie Neilson, AICP
Executive Director