

**Boca Raton Airport Authority  
Auditor Selection Committee  
RFP 2020-BRAA-01  
Meeting Minutes  
July 17, 2020  
Electronically via Webinar**

Ms. Camilo welcomed everyone to the July 17, 2020 electronic Boca Raton Airport Authority Auditor Selection Committee Meeting and provided details regarding the meeting.

Chair James Nau welcomed attendees to the meeting and covered basic rules for how the meeting would be conducted, including public comment.

Mr. Nau called the meeting to order at 1:03 p.m.

**COMMITTEE MEMBERS**

James Nau	Chair
Katie Roundtree	Member
Matthew Lalla	Member

**COUNSEL**

Amy Petrick, Esquire – Lewis Longman Walker

**STAFF**

Clara Bennett, Executive Director  
Scott Kohut, Deputy Director  
Ariadna Camilo, Finance and Administration Manager

The meeting was streamed live to the Boca Raton Airport Authority Website, [www.bocaairport.com](http://www.bocaairport.com).

**PUBLIC COMMENT**

There were no requests for public comment.

**REVIEW OF COMMITTEE PURPOSE**

Ms. Petrick provided an overview of the purpose of the Committee, as defined by Florida Statute.

**DISCUSSION OF THE RFP TIMELINE AND PROCESS**

Ms. Camilo introduced the draft RFP to the Committee.

A discussion ensued regarding the RFP timeline.

Mr. Nau summarized that the Committee would meet on August 28, 2020 at 1:00 pm to Shortlist the respondents if necessary and on the morning of September 4, 2020 for respondent presentations and final ranking.

A discussion ensued regarding minimum qualifications.

The Committee determined that the minimum experience requirements should be 10 years for the firm, 5 years for a partner and 3 years for an audit manager.

### **DISCUSSION OF THE RFP EVALUATION CRITERIA**

A discussion ensued regarding the RFP evaluation criteria.

The Committee determined that the evaluation criteria should be 30 points for overall understanding of the needs of the Authority as presented in the RFP including overall approach to meeting those needs, 40 points for experience qualifications and past performance including persons proposed for the project, resources, and references, 10 points for the ability of the firm and personnel to meet the scope of services, and 20 points for price.

The Committee determined that the pricing proposal chart should include the optional two one-year extensions.

### **REVIEW**

Ms. Camilo provided a summary of the Committee's recommendations.

### **ADJOURNMENT**

Meeting adjourned at 2:01 p.m.

  
James Nau, Chair

10/12/2020  
Date