

**Boca Raton Airport Authority
Auditor Selection Committee
RFP 2020-BRAA-01
Meeting Minutes
September 4, 2020
Electronically via Webinar**

Ms. Camilo welcomed everyone to the September 4, 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 8:34 a.m.

COMMITTEE MEMBERS

James Nau	Chair
Katie Roundtree	Member
Matthew Lalla	Member

COUNSEL

Janice Rustin, Esquire – Lewis Longman Walker

STAFF

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

DETERMINATION OF RESPONSIVENESS

Mr. Nau introduced the matter of determining responsiveness to the RFP for the first respondent, Grau and Associates.

A discussion ensued.

A MOTION to determine Grau and Associates to be responsive to RFP 2020-BRAA-01 was made by Ms. Roundtree and seconded by Mr. Lalla. The Motion carried unanimously.

Mr. Nau introduced the matter of determining responsiveness to the RFP for the second respondent, CliftonLarsonAllen, LLP.

Mr. Nau noted that the language regarding bankruptcy, litigation and contract dispute information was general and did not provide specific information. Mr. Lalla also noted that the negative contract performance information was similarly generic.

The Committee agree that these were minor irregularities.

A MOTION to determine CliftonLarsonAllen, LLP to be responsive to RFP 2020-BRAA-01 was made by Ms. Roundtree and seconded by Mr. Lalla. The Motion carried unanimously.

DETERMINATION OF RESPONSIBILITY

Mr. Nau introduced the matter of determining responsibility to the RFP for the first respondent, Grau and Associates.

A discussion ensued.

A MOTION to determine Grau and Associates to be responsive to RFP 2020-BRAA-01 was made by Ms. Roundtree and seconded by Mr. Lalla. The Motion carried unanimously.

Mr. Nau introduced the matter of determining responsibility to the RFP for the second respondent, CliftonLarsonAllen, LLP.

A discussion ensued.

A MOTION to determine CliftonLarsonAllen, LLP to be responsive to RFP 2020-BRAA-01 was made by Ms. Roundtree and seconded by Mr. Lalla. The Motion carried unanimously.

INITIAL RANKING

Mr. Nau introduced the matter of conducting an initial ranking to the RFP for the first respondent, Grau and Associates.

A discussion ensued.

Mr. Lalla ranked Grau and Associates to have a total of 96 points. Mr. Nau and Ms. Roundtree each ranked Grau and Associates to have a total of 100 points. The Committee's cumulative score for Grau and Associates was 296 points for an average of 99 points out of 100 possible points.

Mr. Nau introduced the matter of conducting an initial ranking to the RFP for the second respondent, CliftonLarsonAllen, LLP.

A discussion ensued.

Mr. Lalla ranked CliftonLarsonAllen, LLP to have a total of 88 points, Mr. Nau ranked the firm to have a total of 75 points and Ms. Roundtree ranked the firm to have a total of 85 points. The Committee's cumulative score for CliftonLarsonAllen, LLP was 248 points for an average of 83 points out of 100 possible points.

ORAL PRESENTATIONS

Ms. Camilo introduced the closed portion of the meeting.

Mr. Nau introduced the oral presentation and interview for the first respondent, Grau and Associates.

Mr. Antonio Grau and Ms. Racquel McIntosh, Grau and Associates gave an overview of their RFP response to the Committee.

Mr. Nau introduced the oral presentation and interview for the second respondent, CliftonLarsonAllen, LLP.

Mr. Chris Kessler and Mr. Robert Williams, CliftonLarsonAllen, LLP gave an overview of their RFP response to the Committee.

FINAL & CUMMULATIVE RANKING

Ms. Camilo introduced the public portion of the meeting.

Mr. Nau introduced the matter of conducting a final ranking to the RFP for the first respondent, Grau and Associates.

The Committee's final cumulative score for Grau and Associates was 300 points for an average of 100 points out of 100 possible points.


Mr. Nau introduced the matter of conducting a final ranking to the RFP for the second respondent, CliftonLarsonAllen, LLP.

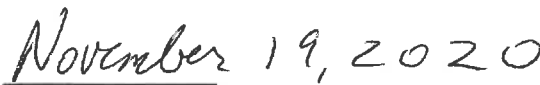
The Committee's cumulative score for CliftonLarsonAllen, LLP was 267 points for an average of 89 points out of 100 possible points.

A MOTION to determine Grau and Associates to be the top ranked firm and CliftonLarsonAllen, LLP to be the second ranked firm in response to RFP 2020-BRAA-01 was made by Ms. Roundtree and seconded by Mr. Lalla. The Motion carried unanimously.

ADJOURNMENT

Meeting adjourned at 10:15 a.m.


James Nau, Chair


Date