

**SANFORD AIRPORT AUTHORITY
NOTICE TO BIDDERS
REQUEST FOR PROPOSAL
2023-009-RFP**

The Sanford Airport Authority, hereinafter called "Authority", hereby requests sealed Request for Proposals (RFP) for "**PROFESSIONAL FINANCIAL AUDIT SERVICES**".

The project can be generally described as:

The purpose of this solicitation is to contract with qualified professional financial audit firms to provide audit services for the Authority.

It is the intent of the Authority to award an Independent Auditor that is deemed to be the most highly qualified to perform the services as detailed in this Request for Proposal. Without limitation, the awarded Independent Financial Auditor shall report on the Authority's comprehensive financial statements, express an opinion on internal controls over financial reporting in accordance with Government Auditing Standards, and issue a report on the Authority's compliance with major federal programs, Title 2 U.S. Code of Federal Regulations, Part 200, and the Passenger Facility Charge Audit Guide for Public Agencies. In addition, the awarded Independent Auditor will provide a Schedule of Findings and Questioned Costs to include its opinion over internal control and the identification of and compliance with major federal programs. The Independent Auditor will be expected to issue an Independent Accountant's Report on the Authority's compliance with Section 218.415, Florida Statutes (investments) and other audit and related services as requested.

The Sanford Airport Authority is only accepting electronic sealed response submissions. Respondents shall create a FREE account with OpenGov by signing up at <https://flysfb.com/procurement/solicitations/>. Once you have completed account registration, browse back to the Project page, click on "Submit Response", and follow the instructions to submit the electronic response. Responses will be accepted up to 2:00 p.m., local time, June 22, 2023, at which time all responses received will be publicly opened, the contents noted and read aloud. The opening will take place at the Sanford Airport Authority, 2nd Floor Boardroom, 1200 Red Cleveland Blvd., Sanford, FL 32773.

On and after May 22, 2023, Solicitation Documents will be available electronically and may be obtained on the Sanford Airport Authority's webpage: <https://flysfb.com/procurement/solicitations/> or by contacting Roberta Stanton, Procurement Manager, Phone: 407-267-5782; Email: procurement@osaa.net (hard copies are not available). Respondents must be registered through OpenGov Procurement on the Sanford Airport Authority's online procurement webpage @ <https://www.flysfb.com/procurement> **to be eligible to submit a response for the project**. A complete examination and understanding of the specifications contained in the solicitation documents is necessary in order for the Respondent to properly submit a response. All RFP submittals shall be prepared in accordance with the solicitation documents. The failure to comply with any requirement contained in the solicitation documents may result in the rejection of the response as non-responsive or a finding that the Respondent is not qualified for this Project.

A MANDATORY Pre-Solicitation Conference will be conducted at the Orlando Sanford International Airport, Sanford Airport Authority Board Room, 1200 Red Cleveland Boulevard, Sanford, Florida 32773 on June 1, 2023, at 11:00 a.m., local time. The Pre-Solicitation Conference is the primary opportunity that Respondents will have to address with the Authority questions about the solicitation.

The Sanford Airport Authority in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit responses to this request and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Nicole Martz

Nicole Martz, Esq., AICP, President and CEO
Sanford Airport Authority