

BILL SITTIG CPA, LLC

Response to Request for Quote

CCOC Request for Quote (RFQ) for Internal Auditing Services

For ease in following our Response we are using a regular font style for information or instructions provided by the Clerks of Court Operations Corporation (CCOC) and an italic font style for anything we are submitting in response.

1.0 INTENT

- 1.1 Respondents are to submit a written quote that presents the Respondent's qualifications, understanding of work to be performed, and description of fees. The Respondent's quote should be prepared simply and economically and should provide all the information pertinent to its qualifications that respond to the Scope of Services listed herein.
- 1.2 POINT-OF-CONTACT: CCOC requires that Respondents restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed to:

John Dew, Executive Director
Florida CCOC
2560-102 Barrington Circle
Tallahassee, Florida 32308
jdew@flccoc.org

2.0 SCOPE OF SERVICES

- 2.1 Provide financial and accounting assistance to the CCOC staff with reconciliation of accounts, payment of payroll taxes and liabilities, and submission of reports.
- 2.2 Provide assistance in tracking and auditing CCOC's fixed assets.
- 2.3 Ensure compliance with established internal control policies and procedures by examining records, reports, operating practices, and documentation.
- 2.4 Assist in providing financial data where needed to respond to auditor findings and recommendations.
- 2.5 Assist CCOC staff with quality control by reviewing work papers, reports, and charts developed by CCOC staff.

Each of these services are discussed in detail in Section 5.4.3 - A straightforward, concise description of capabilities to satisfy the requirements of the RFQ.

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3.0 SERVICES

- 3.1 Services shall be provided at CCOC headquarters unless directed otherwise by the Executive Director of CCOC.
- 3.2 Subcontracting of work under this RFQ/contract is not allowed.
- 3.3 There will be no guarantee of a minimum level of services to be acquired by CCOC.
- 3.4 This is a one-year contract. CCOC maintains the option to renew this contract for each of the two subsequent years (on a year to year basis) at the discretion of the CCOC and agreement with the vendor.

4.0 MINIMUM QUALIFICATIONS

- 4.1 Licensed as a Certified Public Accountant in the State of Florida.

Bill Sittig is licensed as a Certified Public Accountant in the State of Florida: License number AC0019542.

- 4.2 Prior experience engaged in the practice of auditing/accounting for at least five (5) years prior to the date of responding to this RFQ.

As a CPA for over 30 years, I have been engaged in the public practice of auditing/accounting for over 20 of those years during my professional career. Three (3) years were with the national CPA firm Deloitte, Haskins & Sells (Deloitte & Touche), conducting audits of public and governmental entities. I also worked one (1) year for the Tampa based CPA firm ValienteHernandez CPA's managing their Tallahassee office. Our largest clients were Florida Housing Finance Corporation (FHFC) and the Florida Lottery. At FHFC, I managed a staff of eight professional accountants performing the monthly accounting for a billion-dollar governmental agency. For the Lottery, we served as auditors for the daily drawings held 7 days/week, 365 days/year. I scheduled staff and served as supervising auditor in the rotation. I have been self-employed at Jett & Sittig, PA and later BILL SITTIG CPA, LLC for the last fourteen (14) years providing professional auditing, accounting, tax and consulting services to individuals and businesses throughout North Florida including the last six (9) years as the internal audit contractor for CCOC.

5.0 REQUIREMENTS TO BE PROVIDED

- 5.1 The **NOTICE OF INTENT TO BID**, is nonbinding; however, it ensures the receipt of all addenda related to this RFQ. Quotes will be accepted only from applicants who submitted a timely NOTICE OF INTENT TO BID. (See Attachment 1)

Notice of Intent to Bid was timely filed with CCOC via e-mail on 11/04/2021. A copy is included with this RFQ as Attachment 1, Letter of Intent to Bid.

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- 5.2 **FORMAT AND NUMBER OF COPIES TO BE SUBMITTED:** In order to be considered for selection, Respondent must submit a complete response to this RFQ. One (1) electronic copy of each proposal must be submitted via CD, USB thumb drive, Dropbox or e-mail (only if under 10 MB).

One (1) complete, original Response is being submitted via e-mail (42 KB) to the contact person stated in this RFQ.

- 5.3 Proposal shall be signed by the person authorized by the Respondent as the primary representative or officer.

The original Response is signed by me as the primary representative.

- 5.4 Respondents shall include as part of their proposal responses to the following information at a minimum:

- 5.4.1 Name, address, telephone number, etc. of the firm or person submitting the proposal;

BILL SITTIG CPA, LLC
1695-7 Metropolitan Circle
Tallahassee, Florida 32308
850-386-2639 (office), 850-386-2637 (fax)
BillSittig@TallahasseeAccountant.NET

- 5.4.2 Qualifications, certifications, and educational professional resume of all persons that would provide services under any resulting contract;

Bill Sittig, CPA will be the only person performing the professional services called for under this RFQ with the understanding that administrative and/or clerical tasks related to this RFQ may be performed by staff; all under my direct supervision. Enclosed is the resume for Bill Sittig, CPA and it presents my qualifications, certifications, education and professional employment since I graduated college. It is at the end of this RFQ, before Attachments.

- 5.4.3 A straightforward, concise description of capabilities to satisfy the requirements of the RFQ;

Referring to Section 2.0 SCOPE OF SERVICES, I will address each requirement individually as follows:

2.1 Provide financial and accounting assistance to the CCOC staff with reconciliation of accounts, payment of payroll taxes and liabilities, and submission of reports.

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With degrees in both Finance (FSU) and Accounting (FAU), I have the advantage of understanding complex financial/statistical concepts and their relationships to accounting requirements. I have been responsible for preparing and supporting legislative budget requests at other positions such as the Florida Industry Tourism Marketing Corporation (VISIT FLORIDA) where as CFO I was responsible for assisting the CEO with all budgetary information for a privatized government agency being funded as a "component unit" of state government with an annual budget in excess of \$50 million; half from the state and half from private business in the tourism industry in Florida. I also worked closely with legislative staff at the Department of Environmental Protection (DEP) to rewrite the legislation related to annual budgeting and funding of the Inland Protection Trust Fund (IPTF), a petroleum cleanup fund with an annual budget in excess of \$600 million. As a result of this work the program moved from being reimbursement based to a pre-approved methodology. This helped the Department budget more consistently and smooth out the highs and lows of the fund balance. During my tenure as internal auditor for CCOC I have trained a few Office Administrator's (the QuickBooks administrator) on financial and accounting practices in order to work with the software. I wrote detailed processes and procedures for the Office Administrator to follow when working with financial related matters.

2.2 Provide assistance in tracking and auditing CCOC's fixed assets.

A standing task assignment from CCOC for each fiscal year is to conduct an audit of the corporation's fixed and sensitive assets. At this time the current audit is nearing completion.

2.3 Ensure compliance with established internal control policies and procedures by examining records, reports, operating practices, and documentation.

While under contract with CCOC I drafted and refined the Policies and Procedures for the core activities of the corporation. Management took these policies and procedures to their Board and each was accepted with minimal or no edits required. I continue to review the established policies and procedures for areas of improvement. As stated above, I wrote detailed processes and procedures for the Office Administrator to follow when working with financial related matters. These are step-by-step instructions, very detailed and specific.

2.4 Assist in providing financial data where needed to respond to auditor findings and recommendations.

I worked closely with CCOC management to formulate their response to their tri-

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annual internal audit by the State of Florida's Auditor General. Their most recent audit disclosed no findings. I also worked closely with CCOC to formulate their responses and document production for the Company's annual, external, independent audit.

2.5 Assist CCOC staff with quality control by reviewing work papers, reports, and charts developed by CCOC staff.

The quality Control process involves me auditing disbursements after they have been approved by management but before actual payment. I have developed worksheets for staff to use in the areas of Compensation, Leave Accruals, and Payroll Deductions. Each month we reconcile the bank accounts and generate financial statements in QuickBooks with the presentation of financial results contained in a pre-formatted Excel spreadsheet and compared to the budgeted amounts. This is reviewed and approved by the Executive Director who then sends it to the Board Treasurer for review and acceptance.

- 5.4.4 References; All Respondents shall include a list of a minimum of three (3) references, for similar services only, who could attest to the Respondent's knowledge, quality of work, timeliness, diligence, and flexibility. Include names, contact persons, and phone numbers of all references.

*John Keillor, CPA
Partner, Lanigan & Associates, CPA's
(850) 893-8418*

*Louise Divine, Owner
Turkey Hill Farm
(850) 980-2485*

*Pauline Sabitsch, Practice Manager
Psych Management Services
(850) 205-0192*

- 5.4.5 Fee schedule and rates – the cost to CCOC for the services offered (See Attachment 2); and

*My customary rate for this type of work would normally be \$145.00/hr. However, in the interest of holding the line on expenses for CCOC, I am willing to perform the work called for under this RFQ for **\$99.00/hour**, a 32% discount off my standard rate. This quote means that you will have no increase in the rate/hr. over the life of the contract. This rate includes any time spent by my staff to support my efforts.*

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- 5.4.6 A written description of any (i) litigation during the past five (5) years involving the Respondent or any person listed in the response relating to professional services, including a summary of the disposition of such matter or matters; and (ii) a list of any grievances filed within the past five (5) years against Respondent or any person listed in the response with any regulatory or judicial body, including a summary of the disposition of such matter or matters.

Nothing to disclose related to Section 5.4.6.

6.0 EVALUATION METHODOLOGY

The CCOC will evaluate proposals from responsive vendors who have utilized the criteria below in **7.0 Evaluation Criteria**. Evaluations will be conducted by an Evaluation Team. Scoring will be based on a possible 100 points. The CCOC may invite one or more of the most highly qualified Respondents to attend a formal interview.

7.0 EVALUATION CRITERIA

These criteria are to be utilized in the evaluation of the Quotes of those Respondents to be considered. Respondents are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

7.1 Flexibility/Understanding of Requirements – The degree to which the Respondent has responded to the purpose and scope of specifications – e.g., services to be provided – flexibility of Respondent to meet the CCOC needs, conformance in all material respects to this RFQ, etc.

Please see Section 5.4.3. A straightforward, concise description of capabilities to satisfy the requirements of the RFQ. I addressed each item listed in Section 2.0 SCOPE OF SERVICES, in Section 5.4.3.

7.2 Capability – The Respondents that have the capability in all respects to perform fully the contract requirements and the moral and business integrity and reliability that will assure good faith performance as required by these specifications. Also includes Respondent's capability and skill to provide the products or perform the services stated in these specifications.

As the CCOC internal auditor for the last nine years I believe I have proven that I am ethical, honest, competent and available to address issues when presented.

7.3 Experience – Respondent's experience in providing the services as requested in these specifications.

As CCOC's internal auditor under contract for the last nine years, I believe that I have demonstrated the requisite, technical experience to address accounting/financial matters.

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7.4 Cost – The Cost of the services to the CCOC.

Please see Section 5.4.5. - Fee Schedule and Rates – the cost to CCOC for the services offered, and Attachment 2 – Fee Schedule and Rates.

8.0 COMMUNICATION DURING EVALUATION

Under no circumstances shall any Respondent contact in person, by telephone, or otherwise any representative of the CCOC other than as provided above in Section 1.2 in regard to this RFQ. Failure to comply with this provision may result in the disqualification of that entity from this procurement process.

I will avoid this potential conflict.

9.0 CONTRACT

9.1 The successful Contractor will be required to enter into a contract with the CCOC. Any contract shall be in accordance with the contract format required by CCOC.

9.2 Contract Term – This contract shall be for a primary term of one (1) year with the option to renew for two (2) additional one (1) year terms, if both parties are in agreement.

9.3 The contract will be monitored for acceptable services rendered throughout the contract period.

9.4 Cancellation of Contract – The CCOC shall have the right to cancel and terminate any contract(s), in part or in whole, for any reason or for no reason, without penalty, upon notice to the Contractor. Contractor shall not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

I agree to abide by the Contractual requirements listed in Section 9.0 Contract.

W.P. Sittig
11/22/2021

BILL SITTIG, CPA

1695-7 Metropolitan Circle

Tallahassee, Florida 32308

850-386-2639

BillSittig@TallahasseeAccountant.NET

EDUCATION

Florida Atlantic University, Boca Raton, FI
Bachelor of Business Administration, 1986

ACCOUNTING

Florida State University, Tallahassee, FI
Bachelor of Science, 1981

FINANCE

Tallahassee Comm. College, Tallahassee, FI
Associate in Arts, 1978

BUSINESS

CERTIFICATION & MEMBERSHIPS

Certified Public Accountant Florida
Board of Accountancy AC 0019542

American Institute of Certified Public Accountants

Florida Institute of Certified Public Accountants

Leon County Clerk of the Court Audit Advisory
Committee (2012-2018)

Florida Government Finance Officers Association,
Big Bend Chapter

PROFESSIONAL EXPERIENCE

BILL SITTIG CPA, LLC, Tallahassee, FI

11/01/2006 - Present

Managing director and owner of professional services firm providing quality tax, accounting, and auditing services to a diverse group of governmental and business clients. Significant experience with QuickBooks accounting software and am a certified ProAdvisor. Proficient user of all MS Office products such as Outlook, Excel and Word. Excellent written and verbal communication skills.

Department of Financial Services, Receiver, Tallahassee, FI

09/2001 – 10/2006

Controller

Responsible for planning, organizing and controlling the accounting and reporting for the Division of Rehabilitation & Liquidation, including treasury, taxation, cost allocations and distribution administration. Provided accounting support to all units of the Division. Established and maintained operating budgets for the Division's cost centers and for each of the 55 estates in receivership.

ValienteHernandez, P.A., CPA's, Tallahassee, FI

05/2000 – 08/2001

Manager, Tallahassee Office

Managed the local office of a Tampa based public accounting firm. Supervised a professional staff performing monthly accounting work for a \$3 billion state housing finance agency. Conducted audits and other attestation assignments for the Florida Lottery. Responsible for employee evaluations, work scheduling and assignments.

VISIT FLORIDA, Tallahassee, FI

1996 – 2000

Sr. Vice President/Chief Financial Officer

First employee hired to facilitate the administrative transition of the state's tourism programs to the private sector. Responsible for the systems, controls, policies and procedures of the corporation. This includes developing annual budgets; presenting accurate and timely financial and management reports; contract administration, including minimum standards, review and implementation; commercial insurance needs assessment and benefit programs evaluation. Management of the corporation's information system design and methodologies including controls,

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VISIT FLORIDA, Tallahassee, FI (continued)

policies and procedures for computer hardware and software applications in a client/server networked environment accessible via the internet. Extensive review and corporate use of web based communications and e-commerce applications. Presents required information and reports to the Finance Committee and the Board of Directors at regular quarterly meetings. Responsible for treasury functions, including cash management analysis and reporting.

Department of Environmental Protection, Tallahassee, FI

1992 – 1996

Management Review Specialist, Office of Inspector General

Audit manager supervising a professional staff conducting external financial audits of environmental and engineering firms requesting reimbursement from the state Inland Protection Trust Fund. Work involved the application of advanced financial and accounting skills in evaluating business operations and practices. Direct and indirect costs were audited for accuracy and further analyzed for reasonableness compared to industry standards and trends. Served as liaison with the Office of General counsel on recovery of audit disallowance's.

Florida Credit Union League, Inc., Tallahassee, FI

1988 – 1992

Vice President — Finance

Responsible for all accounting and financial related matters for the League and its for-profit subsidiary. Included annual budgets and independent audits along with all regulatory and tax filings. Developed and administered financial plans and forecasts; prepared, analyzed and delivered all financial reports to management and Board of Directors. Designed and implemented fully computerized environment with emphasis on spreadsheet software. Supervised department staff.

Deloitte & Touche, CPAs Ft. Lauderdale, FI

1985 – 1988

Certified Public Accountant

Primary duties involved auditing financial institutions and attesting to conformity with established standards of preparation and reporting. Special emphasis on financial institution review of loan loss reserves. Proven ability to clearly communicate the results of work performed to management and clients. Significant tax work during seasonal push each year.

Landmark Bank, Ft. Lauderdale, FI

1984 – 1985

Atlantic National Bank, Ft. Lauderdale, FI

1981 – 1984

Commercial Credit Analyst

Extensive corporate financial statement analysis. Included review of cash flows, ratio analysis and ability to repay resulting in a written report on the company's creditworthiness.

**ATTACHMENT 1
Letter of Intent to Bid**

Mr. John Dew
Executive Director
Florida Clerk of Court Operations Corporation
2560 Barrington Circle
Tallahassee, FL 32308
jdew@flccoc.org

REFERENCE: RFQ for Internal Auditing Services

This is to notify you that it is our present intent to (Submit/not submit) a quote in response to the above referenced Request for Quote. The individual to whom information regarding this RFQ should be transmitted is:

Name: BILL SITTIG, CPA
Company: BILL SITTIG CPA, LLC
Address: 1695 METROPOLITAN CIRCLE, SUITE 7
City, State & Zip: TALLAHASSEE, FLORIDA 32308
Phone Number: 850-386-2639
E-mail Address: BILLSITTIG@TALLAHASSEEACCOUNTANT.NET

I/We concur with the proposed language as presented in the RFQ.

Sincerely,

W.P. Sittig
Name(Signature)

11/04/2021
Date

W.P. SITTIG, MANAGING MEMBER
Typed Name & Title of Representative

BILL SITTIG CPA, LLC
Typed Name of Company

Sent via em 11/4/2021
(WPS)

ATTACHMENT 2

FEE SCHEDULE AND RATES

Provide hourly rate for the services outlined in this RFQ for Internal Auditing Services.

SERVICE/HOURLY RATE

Service Description	Hourly Rate
<i>Internal Audit</i>	<i>\$99.00/hour</i>