

**POSTING DATE**  
May 25, 2022

**NOTICE OF  
AUDITOR SELECTION COMMITTEE MEETING  
RFP #30-0-2022/JM  
Professional Auditing Services**

The City of Palm Bay's Auditor Selection Committee will meet on **Tuesday, May 31, 2022**, in the Community Room located in City Hall, Building A, 1<sup>st</sup> Floor at 120 Malabar Rd SE Palm Bay, FL 32907, for the purpose of conducting Evaluation Team discussion of Offerors for this project. Interested parties are welcome to join this public meeting in person; however, this meeting also has a virtual telephone conference option using Microsoft Teams.

Number: 1-347-378-4680  
Conference ID: 618 082 56#

The agenda is as follows:

- 3:00 p.m. Call to Order
- 3:05 p.m. Discussion amongst Evaluation Team as it relates to written responses
- 3:45 p.m. Collection of scores and calculations based on weight
- 3:55 p.m. Opening of the sealed price proposals and calculation of points for cost
- 4:00 p.m. Calculation/final ranking of proposals based on total scores from Evaluation Team and points for costs
- 4:05 p.m. Recommendation of highest ranked proposal
- 4:10 p.m. Public Comment (Speakers are limited to 3 minutes)
- 4:15 p.m. Meeting adjournment

If an individual decides to appeal any decision made by the City with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Purchasing & Contracts Division Office at (321) 952-3424 or Florida Relay Systems at 711.

The meeting minutes of public meetings shall be recorded in accordance with FS 286.011.