



## MEMORANDUM

**Date:** June 3, 2026

**To:** Carol Jones-Gilbert, Chief Executive Officer

**From:** LaQuavial Pace, Contracts and Procurement Manager

**Re:** **Award Recommendation – Request for Proposals for Audit Services No. PBCHA-RFP-2026-09**

On March 30, 2026, the Palm Beach County Housing Authority solicited a Request for Proposals (RFP) for Audit Services. The objective of RFP was for PBCHA and its affiliates to contract with an audit firm to audit its annual financial statements for three fiscal years. To ensure the objective was met, the RFP requirements contained 7 evaluation criteria to be addressed; (1) *Qualification and Experience*, (2) *Proposed Approach*, (3) *Customer Services*, (4) *Cost Analysis and Budget for Primary Services*, (5) *References*, (6) *Overall Price and* (7) *Preference Points*. The evaluation panel convened on June 3, 2026, at 1:00 p.m. to evaluate all submittals. We received five (5) proposals from the offerors and five (5) were deemed responsive and scored within the competitive range which are identified below:

### Scoring Summary

Respondent	Raw Score
CliftonLarsonAllen LLP	95
Doeren Mayhew Assurance	88
Aprio	83
Moss, Krusick & Associates, LLC	74
Haynie & Company	72

The Agency conducted a highly structured, open, and competitive process to solicit and evaluate proposals for Audit Services.

### Proposal Evaluation Process

A point and weight system were developed and used to evaluate the proposals, by taking the points assigned to a category item and adding them together and dividing them by the number of panel members. The categories are listed below:



Categories	Weight
1. Qualifications and Experience	30
2. Proposed Approach	20
3. Customer Service	10
4. Cost Analysis and Budget for Primary Services	10
5. Reference	20
6. Overall Price	10
7. Preference Points	10

**Panel Summary:**

While other Respondents also offered a good overall proposal, CliftonLarsonAllen LLP has scored over the competitive range with a total of 95 points. We recommend that CliftonLarsonAllen LLP is awarded the contract for Audit Services.

**Panel Members:**

Diane Wilson Date: 06/04/2026  
Diane Wilson, Director of Asset Management

Clayton Melhado Date: 06/04/2026  
[Clayton Melhado \(Jun 4, 2026 07:54:26 EDT\)](#)  
Clayton Melhado, Jobs Plus Manager

Yvette Bemby Date: 06/04/2026  
Yvette Bemby, HCVP Deputy Director

Tad Fuller Date: 06/03/2026  
[Tad Fuller \(Jun 3, 2026 19:30:03 EDT\)](#)  
Tad Fuller, Chief Financial Officer

Maxine Gayle Date: 06/03/2026  
[Maxine Gayle \(Jun 3, 2026 19:01:47 EDT\)](#)  
Maxine Gayle, Executive Administrative Assistant

**Procurement Department:**

LaQuavial Pace Date: 06/08/2026  
LaQuavial Pace, Contracts and Procurement Manager

**Contracting Officer:**

- Accept – Move forward with award.
- Next Step – Oral Presentation.

Carol Jones-Gilbert Date: 6/15/26  
Carol Jones-Gilbert, Chief Executive Officer

# Award Recommendation Memo

Interim Agreement Report










2026-06-11

Created:	2026-06-03
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## Agreement History

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 Signer cmelhado@pbchafll.org entered name at signing as Clayon Melhado  
2026-06-04 - 11:54:24 AM GMT


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