



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

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RICK SCOTT Governor

BILLY BUZZETT Secretary

June 2, 2011

The Honorable Don Burgess
Chairman, Sumter County Board of County Commissioners
7375 Powell Road
Wildwood, Florida 34785

RE: Florida Small Cities CDBG Agreement #11DB-T3-05-70-01-N105
Monitoring Report—Procurement of Administration Services

Dear Chairman Burgess:

The Department has completed a desk monitoring for the procurement of administration services for the CDBG Agreement referenced above. This monitoring report, which contains no "findings" and no "concerns," is a summary of that review.

Professional Services

Procurement of CDBG-funded services must comply with applicable federal procurement regulations and state laws. The principal federal procurement regulation is contained in 24 CFR 85.36. Procurement of certain professional services is also subject to 287.055, Florida Statutes, (known as the Consultants Competitive Negotiation Act, or CCNA). The state program rule (9B-43) also specifies some procurement procedures.

As requested in your letter dated May 24, 2011, the procurement and selection of Andy Easton & Associates, Inc., for administration services was reviewed. The selection of the firm is approved, as is the contract between the County and the consulting firm.

Should you have any questions, please call Ms. Susan Fleming (850) 922-1893 or e-mail her at susan.fleming@dca.state.fl.us.

Sincerely,

Handwritten signature of Jacquelyn W. Dupree

Jacquelyn W. Dupree, Community Program Manager
Florida Small Cities CDBG, Disaster Recovery, and
Neighborhood Stabilization Programs

JWD/swf

cc: Mr. Scott B. Cottrell, PE, Public Works Director, Sumter County
Mr. Andy Easton, Andy Easton & Associates, Inc.

Copy To:

Comms

Co Atty

Co Eng

Other

Pub Wks Div

Bldg & Dev Div

Admin Div

Com Svcs Div

1-Scott

1-Att

Handwritten initials and date: 6/6/11

2555 SHUMARD OAK BOULEVARD ♦ TALLAHASSEE, FL 32399-2100
850-488-8466 (p) ♦ 850-921-0781 (f) ♦ Website: www.dca.state.fl.us

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