



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1376) – Independent Auditing Services

PRESENTATION DATE: April 24, 2018

PRESENTATION BY: Rick Curry, CPPO - Director of Purchasing Department and Kim Edlund - Director of Budget & Finance

RECOMMENDED MOTION: Move to award the contract for independent auditing services for Fiscal Years 2018 thru 2022 to the responsive, responsible (incumbent) proposer, SB & Company, LLC, of Hunt Valley, MD with the lowest total lump sum price of \$366,500.00.

REPORT-IN-BRIEF: These services are required by the State of Maryland’s audit requirements enumerated in Article 19, Section 19, Section 40 of the Maryland Annotated Code. The RFP was also advertised on the County’s web site and also the State’s “eMaryland Marketplace” web site, and in the local newspaper. There were forty-four (44) persons/companies registered/downloaded the RFP document on-line. Proposals were received from six (6) firms consisting of Qualifications and Experience/Technical Proposals (Q&E) and Price Proposals. The Q&Es of the all firms were evaluated and four (4) were considered to be qualified, experienced, and responsive. Each of the firms considered provided a lump sum contract price for each Fiscal Year Audit as indicated on the attached cost proposal sheet.

The Coordinating Committee was comprised of the following members: County Administrator, County Chief Financial Officer, County Director of Budget & Finance (Committee Chairperson), County Director of Purchasing, and the County Senior Accountant. The contract term is for a one (1) year period with an option by the County to renew for up to four (4) additional consecutive one (1) year periods. The County reserves the right to accept or reject any request for renewal.

DISCUSSION: N/A

FISCAL IMPACT: The FY’18 budget includes \$70,000.00 for audit fees in the General Fund and \$6,230.00 in other funds. The State reimburses the County for the 9-1-1 audit fee; therefore, it is not budgeted.

CONCURRENCES: As recommended by the Coordinating Committee named above.

ALTERNATIVES: N/A

ATTACHMENTS: Price Proposal Sheet

AUDIO/VISUAL NEEDS: N/A