



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1598) Independent Auditing Services

**PRESENTATION DATE:** March 28, 2023

**PRESENTATION BY:** Brandi Naugle, CPPB, Buyer, Purchasing Department; Kim Edlund, Director of Budget & Finance, Operations and Budget

**RECOMMENDED MOTION:** Move to award the contract for Independent Auditing Services to the responsive, responsible proposer, SB & Company, LLC, of Owings Mills, MD with the lowest total lump sum price of \$382,288 for Fiscal Years 2023 thru 2027.

**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 Request for Proposal (RFP) was advertised on the Washington County web site, the State's "*eMaryland Marketplace Advantage*" web site, and in the local newspaper. There were thirteen (13) on-line registrations of the RFP document from the County's web site. Proposals were received from two (2) firms consisting of Qualifications and Experience/Technical Proposals (Q&E) and Price Proposals. The Q&Es of both firms were evaluated, and both were considered to be qualified, experienced, and responsive. Excellent results were obtained from reference checks on the recommended firms. 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 Buyer, Director of Budget & Finance (Committee Chairperson), Deputy Director of Budget & Finance, Chief Financial Officer and County Administrator. 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 FY24 budget includes \$83,914.00 for audit fees as follows: \$80,000.00 - General Fund Independent Auditing and County Department; \$2,800.00 - Inmate Welfare Fund; \$564.00 - Black Rock Golf Course Fund; and \$550.00 - Agricultural Educational Center Fund.

**CONCURRENCES:** As recommended by the Coordinating Committee named above.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Sheet indicating the Price Proposals of SB & Company, LLC and Clifford Larson Allen.