

STAFF REPORT
City of Lancaster

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MVB

Date: May 28, 2013
To: Mayor Parris and City Council Members
From: Pam Statsmann, Assistant Finance Director
Subject: **Award Professional Services Agreement for Audit Services**

Recommendation:

Award a three year Professional Services Agreement for Audit Services, pursuant to RFP 566-13, to White Nelson Diehl Evans LLP for \$58,000 in FY 12-13, \$58,000 in FY 13-14, and \$59,739 in FY 14-15, with an optional two-year extension. Authorize the City Manager to execute such agreement.

Fiscal Impact:

This is a three year contract commencing in FY 12-13. Budget for the FY 12-13 expenditure was previously approved with the adoption of the FY 12-13 Budget.

Background:

The City's five year contract with Lance, Soll & Lunghard, LLP concluded with completion of the Comprehensive Annual Financial Report (CAFR) and Management Letter for FY 11-12.

The City conducted an open Request for Proposal using Public Purchase web-based bidding system in April 2013 and received eight responses. The eight respondents' Technical Proposals were evaluated by a five-member committee comprised of employees in various departments throughout the City.

The top four firms after the technical evaluation were invited to oral interviews on May 15-16, 2013. Interviews were conducted by a panel comprised of the Finance Director, Assistant Finance Director, and Accountant II.

The firms were evaluated on their responses to the proposed audit plan, proposed staffing, experience on municipal audits, preparation of the annual State Controller's Report, GANN Limit Review Report, and Single Audit Report, and their responses to how they work with clients to comply with the changing auditing standards.

The panel unanimously chose White Nelson Diehl Evans LLP on the basis of expertise, experience, and fit with the City.