

MEMORANDUM

Purchasing #16-100
July 11, 2016

To: Dennis W. Beach, City Manager
Through: Otis J. Thomas, General Services Director
From: Cassandra LeMasurier, Purchasing Supervisor
Subject: Background L-50-16, Independent Auditing Services

Contract Need/Background

The Request for Proposal L-50-16 was issued to select a firm to provide independent auditing services to the City to prepare the annual audit of financial statements. Suzette Sibble, Finance Director, provided the scope of services.

Bidders List

The notice list for this project was created by using companies suggested by the requesting department, companies that have responded to prior bids, companies that have requested their names be placed on the bid list, and companies from appropriate listings in other sources.

Number of firms submitting proposals6

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's web page for download by interested firms.

Selection/Evaluation Committee

Six (6) responses were received to the solicitation. The Selection/Evaluation Committee met on July 8 (in a public meeting) to review and evaluate the responses. All responses were scored, and the Committee decided that oral presentations would not be required. Copies of the minutes, voting matrix, and scoring sheets are attached.

Market Research

No qualified local Pompano Beach audit firms were identified.

Recommendation

The recommendation from the Audit Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm RSM US LLP.

enclosures
cc: file