



TO: Mayor and Town Council

FROM: Joseph A. Fivas, Town Manager

DATE: May 12th, 2015

SUBJECT: Selection of Auditor & RFP Process

Every year the state mandates that local governments have an independent audit of our Town finances. This is a very important process for the Town, and our Town has had seven years of clean or unqualified audits. The Town Council requested staff to go through a competitive selection process for our Auditor Services in 2015. As requested, staff prepared a 'Request for Proposal' (RFP) which was advertised and directly sent to several audit firms. The Town only received two bids that met the standards of the RFP.

Town staff would recommend a selection of at least four to five bids to be considered by Council for this important service. Generally, these audit services are based on a three to five year long term agreement. Therefore, staff is recommending to actively continue the auditor selection process. After the budget and year end is completed, staff will send out a new 'Request for Proposal' (RFP) and work to get more proposal responses from audit firms. Staff will notify the current two bidders and encourage them to resubmit their proposals during the next RFP process. Moreover, the Town will begin our year-end review and is requesting to retain our current audit firm for our FY 2014-15 audit process. They need to schedule our audit process and we will begin preparations for this process.

Recommendation:

Authorize staff to continue a one year agreement with Terry & Tinsley audit firm for the FY 2014-15 audit process, and give direction to staff to continue our auditor selection process and send out a new RFP for audit services starting for the FY 2015-16 audit.

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