

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: March 18, 2010

SUBJECT: Request for Proposal (RFP) – Auditing Services for Fiscal Years 2009-10, 2010-11 and 2011-12

SUBMITTING DEPARTMENT: Management Services

PREPARED BY: Jim Clemens, Finance Manager
William E. Kauppi, Management Services Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: Information available upon request

SUMMARY/BACKGROUND: Per the Town’s Financial Policy #4-05, Section 5.5, the Town will solicit for Requests for Proposal (RFPs) from various auditors to provide auditing services for the Town and Community Facilities Districts (CFDs). Because professional services are involved, it is not required to go through a bidding process. However, Town practice has been to use an RFP process to ensure a competitive selection for an auditing firm. RFPs were sent to the following eight firms on February 8, 2010:

- Henry & Horne, LLP – Casa Grande, AZ
- Clifton Gunderson LLP – Phoenix, AZ
- Fester & Chapman PC – Phoenix, AZ
- EideBailly, LLC – Phoenix, AZ
- Heinfeld, Meech & Co., PC – Phoenix, AZ
- Nordstrom & Associates PC – Flagstaff, AZ
- Walker & Armstrong, LLP – Phoenix, AZ
- LarsenAllen, LLP – Mesa, AZ

Two firms did not submit bids and the six RFPs received were reviewed on March 1, 2010 by the Management Services Director and Finance Manager. The results are as follows:

Audit Firm	FY2009-10	FY2010-11	FY2011-12	Total
Heinfeld, Meech & Co., PC	\$ 31,967	\$ 30,081	\$ 31,104	\$ 93,152
Henry & Horne, LLP	35,806	30,556	30,556	96,918
Fester & Chapman, PC	38,945	38,575	40,355	117,875
Eide Bailly, LLP	44,920	44,365	46,065	135,350
LarsonAllen, LLP	45,810	44,536	46,080	136,426
Clifton Gunderson, LLP	65,420	68,680	68,590	202,690

The auditing firm of Heinfeld, Meech & Company, PC had the lowest proposal. At the next regular Council meeting, staff will be recommending this firm for approval of a contract to provide auditing services for the Town and CFDs for Fiscal Years 2009-10, 2010-11 and 2011-12.

OPTIONS ANALYSIS: None; for discussion only.

ACTION OPTION: None; for discussion only.

RECOMMENDATION: None; for discussion only.

FISCAL ANALYSIS: Funds would be budgeted in Fiscal Year 2010-11, line item 101-2510-614.3220 and 101-5000-612.3220 to cover the audit for FY 2009-10. Audits regarding the community facilities districts will be charged to the appropriate budgets. The appropriate amounts would also be budgeted the following two years to cover those audits for Fiscal Years 2010-11 and FY 2011-12.

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____