



## MEMORANDUM

**To:** Kim Tiehen, Director of Strategic Financial Engagement

**From:** Vanessa Tarver, Financial Relationships Group Manager

**Date:** April 15, 2025

**Reference:** Proposal Review Results and Audit Firm Recommendations for “RFP – Professional Audit Services”

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The evaluation team reviewed the bids received for the RFP - Professional Audit Services. Two firms submitted bids.

The RFP stated that Firms must meet the “Mandatory Requirements.” Only Firms whose bids meet the mandatory requirements” would be evaluated based on certain factors. It is the opinion of the evaluation team that both firms met the mandatory requirements. The evaluation criteria matrix is attached as well as the scoring matrix.

Based on the review team evaluations, we recommend that Weaver be awarded the audit contract for three consecutive fiscal years ending September 30, 2025, 2026, and 2027, with an option to renew for two years based on satisfactory performance and the ability to obtain other related services as necessary as stated in the RFP.

Weaver’s bid was the lowest of the two submitted. Not only was it the lowest bid, the 2025 audit cost is less than the 2024 audit cost by \$5,000. Typical audit contract increases are 3.5% each year, so our due diligence by requesting an RFP for this service and not renewing is a great show of financial stewardship. Having worked closely with Weaver in the last fiscal year audit, it was apparent the knowledge and skills they had not only to Governmental Accounting, but to our City and our needs. In addition, Weaver has a dedicated local government staff. They are active in GFOA and GFOAT. This includes presentation sessions at the national GFOA conference, the Texas GFOAT conferences, and locally at the Finance Director’s roundtable at the North Central Texas Council of Governments (NCTCOG).

The evaluation team recommends Weaver based on the overall evaluation scoring. Weaver performs many local governmental audits and the partners on the engagement have served on various committees of the Governmental Accounting Standards Board. In addition, Weaver is very familiar with MUNIS financial software products.

**Average Score for Experience**

**Weaver** Whitley Penn

Demonstrated experience, qualifications, and professional activities of the audit team and Firm (technical expertise, resources available to the Firm, specialization in municipal government and Federal funding auditing). (50 points maximum score for this area)	<b>49.00</b>	47.00
	<b>50.00</b>	40.00
	<b>48.00</b>	48.00
	<b>47.00</b>	45.00
	<b>48.00</b>	45.00
<b>Average</b>	<b>48.40</b>	<b>45.00</b>

**Average Score for Cost**

**Weaver** Whitley Penn

Please see price evaluation document for further details (20 points maximum score for this area).	<b>18.00</b>	15.00
	<b>17.00</b>	7.00
	<b>17.00</b>	15.00
	<b>20.00</b>	15.00
	<b>18.00</b>	16.00
<b>Average</b>	<b>18.00</b>	<b>13.60</b>

**Average Score for Responsiveness**

**Weaver** Whitley Penn

Responsiveness of the bid in clearly stating the following:--Understand of work to be performed understanding and ability to meet terms and conditions of the RFP(Scheduling completeness & Thoroughness of the technical data and documentation) (20 points maximum score for this area)	<b>20.00</b>	15.00
	<b>20.00</b>	20.00
	<b>20.00</b>	20.00
	<b>20.00</b>	10.00
	<b>20.00</b>	20.00
<b>Average</b>	<b>20.00</b>	<b>17.00</b>

**Average Score for Commitment to Governmental Accounting and Auditing**

**Weaver** Whitley Penn

Commitment to Governmental Accounting and Auditing: demonstration of the Firm's commitment to governmental issues by knowledge of current issues and membership in related organizations (GFOA or TML) Firm's ability to communicate to the client changes in regulations or the environment (offer CPE training to client personnel on current or relevant issues. (10 points maximum score for this area)	<b>9.00</b>	8.00
	<b>10.00</b>	7.00
	<b>9.00</b>	10.00
	<b>10.00</b>	8.00
	<b>10.00</b>	10.00
<b>Average</b>	<b>9.60</b>	<b>8.60</b>

**Total Points** **96.00** **84.20**