



## MEMORANDUM

**To:** Kim Tiehen, Director of Finance

**From:** Vanessa Tarver, Controller

**Date:** June 14, 2022

**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. Four 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 all four 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, 2022, 2023, and 2024.

Weaver’s bid was the lowest of the two firms that can provide all requested services. 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). Additionally, Weaver continued to assist the City by providing review and guidance related to the American Recovery Plan Act (ARPA) after the contract expiration.

Weaver also provides 11 hours of governmental accounting CPE to City employees. The Finance Department values the CPE at \$1,100 per person. We anticipate sending three employees as the CPE provided can be applied toward the 40 hours of CPE staff are required to obtain each year to maintain their CPA license and/or the required CPE to maintain the Certified Government Finance Officer designation. Staff has attended training sessions offered by Weaver in the past and found it to be a very good source of information.

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.