



MEMORANDUM

Date: June 13, 2017

To: Jennifer Miller, Director of Finance

From: Brian Hogan, Chief Accountant

Re: Proposal Review Results and Audit Firm Recommendation for “RFP – Professional Audit Services”

The evaluation team reviewed the bids received for the RFP - Professional Audit Services. Seven 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 seven 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, 2017, 2018, and 2019, 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 second lowest of the seven submitted. The firm of Pattillo, Brown, and Hill was the lowest. Having worked with both audit firms on prior engagements with the cities of Addison, Lewisville, and Colleyville, I feel the Weaver firm provides a much more in-depth and thorough review. 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). Weaver has also assisted me in the past, free of charge, with guidance and review on complex bond refunding transactions when I wasn’t a client.

Weaver also provides 4 hours of governmental accounting CPE to City employees. The Finance Department values the CPE at \$400 per person. We anticipate sending four employees as the CPE provided can be applied to the 40 hours of CPE staff are required to obtain each year to maintain their CPA license. Staff has attended the training sessions 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 Tyler Technology’s New World and MUNIS financial software products.