

To: Administration and Finance Committee

Date: April 20, 2012

From: Kathy Casenave, Director of Finance

Reviewed by:

---

### **SUBJECT: Proposal for Financial Audit Services**

---

#### **Summary of Issues:**

At its February 2012 meeting, the Board of Directors directed staff to prepare a request for proposals (RFP) for audit services for up to 5 years, beginning with fiscal year 2012. The RFP was released on March 5, 2012. Five firms with audit experience in transit operations were notified by email that the proposal was posted on our website and 18 DBE firms were notified by letter. Three firms responded with a list of questions and staff responded. Three of the questions had to do with the current audit firm- was CCCTA satisfied with the firm, would the firm be allowed to submit a proposal, and the fee for the 2011 year.

The proposals were due on April 2. Only one firm submitted a proposal, our current auditor Brown, Armstrong. The fees proposed:

2012	\$39,500
2013	\$40,500
2014	\$41,500
2015	\$42,500
2016	\$43,500

These fees compare very reasonably to the previous 5 year contract:

2007	\$33,000
2008	\$36,000
2009	\$39,000
2010	\$39,000
2011	\$39,000

**Recommendation:** Staff requests that the committee recommend to the Board of Directors that Brown Armstrong be engaged to perform financial audits for a period of up to 5 years beginning with FY 2012.