

To: Board of Directors

Date: May 8, 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: The Administration and Finance Committee recommends that the Board of Directors authorize the General Manager to enter into a contract with Brown Armstrong to perform financial audits for a one year period with the option of four extensions beginning with FY 2012 at the above amounts.

RESOLUTION NO. 2012-023

**BOARD OF DIRECTORS, CENTRAL CONTRA COSTA TRANSIT AUTHORITY
STATE OF CALIFORNIA**

**AUTHORIZING AWARD OF CONTRACT FOR AUDIT SERVICES TO BROWN
ARMSTRONG ACCOUNTANCY CORPORATION**

WHEREAS, the County of Contra Costa and the Cities of Clayton, Concord, the Town of Danville, Lafayette, Martinez, the Town of Moraga, Orinda, Pleasant Hill, San Ramon and Walnut Creek (hereinafter "Member Jurisdictions") have formed the Central Contra Costa Transit Authority ("CCCTA"), a joint exercise of powers agency created under California Government Code Section 6500 et seq., for the joint exercise of certain powers to provide coordinated and integrated public transportation services within the area of its Member Jurisdictions; and

WHEREAS, on February 16, 2012 the CCCTA Board of Directors authorized the release of a Request for Proposals for professional audit services to conduct the annual audit; and

WHEREAS, one proposal was submitted, which was evaluated by the staff and determined to be responsive to CCCTA's requirements; and

WHEREAS, the Administration & Finance Committee concurs in the staff recommendation for award of contract to Brown Armstrong Accountancy Corporation to perform the desired services.

NOW, THEREFORE, BE IT RESOLVED that the Central Contra Costa Transit Authority Board of Directors hereby authorizes the award of a professional services agreement to Brown Armstrong Accountancy Corporation for Audit Services for a one year term and four (4) one year options exercisable by the General Manager, at a cost not to exceed \$39,500 for the fiscal year ending June 30 2012, \$40,500 for the fiscal year ending June 30 2013, \$41,500 for the fiscal year ending June 30, 2014, \$42,500 for the fiscal year ending June 30, 2015 and \$43,500 for the fiscal year ending June 30, 2016, inclusive of all costs and expenses and based upon the unit prices submitted, all in accordance with the proposal documents, and in a form approved by Legal Counsel.

Regularly passed and adopted this 17th day of May, 2012, by the following vote.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Amy R. Worth, Chair, Board of Directors

ATTEST:

Janet Madrigal, Clerk to the Board