RFP 15MISC5
PROFESSIONAL AUDITING SERVICES FOR FREDERICK COUNTY GOVERNMENT, FREDERICK COUNTY PUBLIC SCHOOLS AND FREDERICK COMMUNITY COLLEGE

FACT SHEET

A. Overview: This recommendation is to establish a contract for professional auditing services for Frederick County Public Schools (FCPS). The solicitation included Frederick County Government (FCG) and Frederick Community College (FCC).

1. RFP Participation:

   76 companies notified
   4 companies submitted proposals
   1 company submitted a “no proposal” response

2. Proposals were received from:

   Abrams, Foster, Nole & Williams, P.A. (Baltimore, MD)
   CohnReznick, LLP (Baltimore, MD)
   SB & Company, LLC (Hunt Valley, MD)
   Smith Elliott Kearns (SEK) & Company, LLC (Hagerstown, MD)

3. Other facts:

   • FCG, FCPS and FCC jointly requested proposals from qualified firms of certified public accountants to audit their financial statements for the fiscal years ending June 30, 2015 and June 30, 2016, with the option of auditing their financial statements for each of the four subsequent fiscal years.

   • Proposals were evaluated by a nine member Audit Selection Committee composed of three representatives each from FCG, FCPS, and FCC.

   • SEK & Co. was considered non-responsive; the firm did not provide the number of estimated hours needed to perform the audit services, a mandatory element set forth in the RFP. Only percentages were provided.

   • CohenReznick was considered non-responsive; the firm did not provide a copy of their external quality control peer review report, which was a mandatory element set forth in the RFP.

   • Proposals were evaluated and scored for mandatory, technical and price components.

   • FCPS spent $52,732 last year on auditing services. This recommendation represents a first year savings of $2,732.

   • FCG governing board plans to approve their recommendation on April 21, 2015. FCC governing board approved their recommendation on April 15, 2015.

4. Source of Funding: Contingent upon FY16 and FY17 Operating Budget Board approvals.

B. Recommendation: Staff recommends award of the contract for RFP 15MISC5, Professional Auditing Services for Frederick County Public Schools to SB& Company of Hunt Valley, Maryland, at a cost of $102,000 for auditing FY 2015 and FY 2016 financial statements.

C. Action taken by the Board (Purchasing use only):

   Approved  _____  Denied  _____  Deferred  _____  Other  _____

   Date 4.22.15  Date  _____  Date  _____  Date  _____  Date  _____

   SS/md

   04.22.15 BOE Mtg
RFP 15MISC5 Professional Auditing Services - Scoring Summary

Maximum Score - 150 points

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<tr>
<th>Audit Consultants</th>
<th>Technical</th>
<th>Cost</th>
<th>Total Points</th>
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Mandatory, Technical & Price Criteria:

1. Mandatory Elements
   a. The audit firm is independent and licensed to practice in Maryland.
   b. The firm has no conflict of interest with regard to any other work performed by the firm for all three jurisdictions. (Firms that have a conflict of interest with regard to one or more of the jurisdictions will not be evaluated with regard to those jurisdictions.)
   c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposals.
   d. The firm submits a copy of its last external quality control peer review report. We explicitly reserve the right to make whatever investigations we deem necessary to satisfy ourselves as to the quality of each firm's audit work.

2. Technical Quality: (Maximum Points- 100)
   a. Expertise and Experience
      1. The firm's past experience and performance on comparable K12, higher education and government engagements.
      2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
   b. Audit Approach
      1. Adequacy of proposed staffing plan for various segments of the engagement.
      2. Adequacy of approach to understanding the internal control structure.
      3. Adequacy of sampling techniques.
      4. Adequacy of analytical procedures.
      5. Adequacy of information technology expertise and approach to testing systems for internal control purposes.

3. Price: (Maximum Points - 50)
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<tr>
<th>Audit Consultants</th>
<th>Frederick County Government</th>
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<th>Frederick County Public Schools</th>
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<td>CohnReznick</td>
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