



BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	March 24, 2021	
Agenda Session: (Category)	<input type="checkbox"/> Work Session (Bids, former F&F items, etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing
Title (Subject):	RFP 21MISC7, Professional Auditing Services for Frederick County Government, Frederick County Public Schools and Frederick Community College	
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies, grants over \$25k)	<input type="checkbox"/> Information (e.g., grants under \$25k) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFP 21MISC7, Professional Auditing Services for Frederick County Government, Frederick County Public Schools and Frederick Community College	
Backup Documents:	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? _____ Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input type="checkbox"/> NO	Submitted: <input type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Comment: _____
<p>Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to jeremy.eccard@fcps.org, amelia.ross@fcps.org, jeremiah.johnson@fcps.org and daryl.boffman@fcps.org.</p>		

PURPOSE OF PRESENTATION: Staff has reviewed the attached proposal and recommends approval by the Board of Education of Frederick County.

BACKGROUND/SUMMARY: This recommendation is to establish a contract for professional auditing services for Frederick County Public Schools. Frederick County Government governing board plans to approve their recommendation on March 16, 2021. Frederick Community College governing board plans to approve their recommendation on March 17, 2021. Each contract will be to audit their financial statements for the fiscal years ending June 30, 2021, June 30, 2022, and June 30, 2023, with the option of auditing their financial statements for each of the three subsequent fiscal years.

PRESENTER(S) & TITLE(S):

Kim Miskell, CSBO, Assistant Purchasing Manager
 Melissa Rollison, Financial Reporting Manager

SUBMITTED BY:

Leslie R. Pellegrino, Chief Financial Officer

RFP 21MISC7
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 proposals downloaded
3 companies submitted a proposal

2. **Proposals were received from:**

SB & Company, LLC (Owings Mills, MD)
UHY LLP (Columbia, MD)
Zelenkofske Axelrod LLC (Harrisburg, PA)

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, 2021, June 30, 2022, and June 30, 2023, with the option of auditing their financial statements for each of the three subsequent fiscal years.
- Proposals were evaluated by the Audit Selection Committee composed of representatives from FCG, FCPS, and FCC.
- Proposals were evaluated and scored for mandatory, technical and price components.
- The proposal received from UHY was considered non-responsive as it did not include the peer review report that was a mandatory element.
- FCPS spent \$60,000 last year on auditing services. This recommendation represents a first-year savings of \$14,000.
- FCG governing board plans to approve their recommendation on March 16, 2021. FCC governing board plans to approve their recommendation on March 17, 2021.

4. **Source of Funding:** Contingent upon FY22, FY23 and FY24 Operating Budget Board approvals.

B. **Recommendation:** Staff recommends award of the contract for RFP 21MISC7, Professional Auditing Services for Frederick County Public Schools to SB & Company, LLC of Owings Mills, MD, at a cost of \$138,000 for auditing FY21, FY22 and FY23 financial statements.

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

KM/mg Approved _____ Denied _____ Deferred _____ Other KM/mg

3.24.21 Date _____ Date _____ Date _____ Date BOE Meeting: 03.24.21

RFP 21MISC7
PROFESSIONAL AUDITING SERVICES FOR FREDERICK COUNTY GOVERNMENT, FREDERICK COUNTY PUBLIC SCHOOLS AND FREDERICK COMMUNITY COLLEGE
SCORING SUMMARY

Maximum Score - 150 points

Audit Consultants	Frederick County Government			Frederick County Community College			Frederick County Public Schools			TOTAL TECH	TOTAL COST	TOTAL MAX
	Technical	Cost	Total Points	Technical	Cost	Total Points	Technical	Cost	Total Points	SCORE	SCORE	SCORE
UHY LLP	Non-responsive			Non-responsive			Non-responsive					
Zelenkofske Axelrod LLC	79	45	124	No Bid	No Bid	No Bid	66	45	111	145	90	235
SB & Co.	100	50	150	97	50	147	86	50	136	283	150	433

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 firms 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)

RFP 21MISC7
PROFESSIONAL AUDITING SERVICES FOR FREDERICK COUNTY GOVERNMENT, FREDERICK COUNTY PUBLIC SCHOOLS AND FREDERICK COMMUNITY COLLEGE
BID TAB SUMMARY

Audit Consultants	Frederick County Government							Frederick County Community College							Frederick County Public Schools						
	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	Total
UHY LLP	Non-responsive							Non-responsive							Non-responsive						
Zelenkofske Axelrod LLC	\$ 74,650	\$ 74,650	\$ 76,145	\$ 77,665	\$ 79,210	\$ 80,780	\$ 463,100	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	\$ 52,100	\$ 52,100	\$ 53,140	\$ 55,205	\$ 56,310	\$ 57,435	\$ 326,290
SB & Co.	\$ 64,750	\$ 66,850	\$ 71,900	\$ 73,700	\$ 75,500	\$ 77,500	\$ 430,200	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	\$ 39,000	\$ 40,000	\$ 225,000	\$ 44,000	\$ 46,000	\$ 48,000	\$ 50,000	\$ 52,000	\$ 54,000	\$ 294,000