

Kenai Peninsula Borough
Finance Department

MEMORANDUM

TO: Charlie Pierce, Mayor
THRU: Valentina Sustaita, Purchasing & Contracting Director *V. Sustaita*
FROM: Brandi Harbaugh, Finance Director *BH*
DATE: April 16, 2018
RE: Authorization to Award a Contract for RFP18-001 External Audit Services

The Purchasing and Contracting Office formally solicited and received proposals for RFP18-001 External Audit Services. Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion on March 1, 2018.

The project consists of providing professional external audit services.

On the due date of March 28, 2018 two (2) proposals were received and ranked by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
BDO USA LLC	Anchorage	429
Altman, Rogers & Co.	Anchorage	395

The highest ranking proposal, which includes a cost factor, was submitted by BDO USA LLC with a lump sum cost proposal of \$359,600.00. The proposal review committee recommends award of a contract to BDO USA LLC. Your approval for this award is hereby requested.

Funding for this project is in account number(s) 100.11110.43012 \$132,450; 241.94910.43012 \$93,000; 600.81110.43012 \$83,600; 601.81210.43012 \$50,550.

CP
Charlie Pierce, Mayor

4/18/2018
Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>100.11110.43012</u>	<u>\$132,450</u>
<u>241.94910.43012</u>	<u>\$93,000</u>
<u>600.81110.43012</u>	<u>\$83,600</u>
<u>601.81210.43012</u>	<u>\$50,550</u>
Total Amount	<u>\$ 359,600.00</u>
By: <u>pp</u>	Date: <u>4/14/18</u>
Pending Assembly approval of FY19 budget.	