

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

April 16, 2013

Agenda Item: 5.3

Subject: Approval to Negotiate a Professional Services Contract for Independent Audit Services

Background: Request for Proposal (RFP) No. A-13 for Independent Audit Services for the District Annual Financial Audit and Proposition 39 (Measure B) Bond Fund Audit was issued on March 14, 2013 to sixteen (16) companies. The Bond Fund Audit includes both the financial and the performance audit. A public notice was published and seven (7) companies responded. Following established procurement procedures detailed in RFP A-13, the top-ranked firms were interviewed by staff. In addition, the firms invited to interview were required to submit a fee proposal based on a scope of work supplied by the District.

The three firms for the interviews are as follows:

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|------------------------------------------------------------|-----------|
| 1. Crowe Horwath LLP, Sacramento, California | \$215,400 |
| 2. Vavrinek, Trine, Day & Co., LLP, Pleasanton, California | \$233,150 |
| 3. Gilbert Associates, Inc., Sacramento, California | \$235,500 |

A proposal to conduct both the Annual District Financial Audit and the Proposition 39 (Measure B) Bond Fund Audit was received. Selection of Crowe Horwath was based on the strength of the proposal, input from the references, price competitiveness, and interviews. With Board approval, the District will negotiate a Professional Services Contract with “not to exceed” budget of \$215,400 for a period of three (3) years with an option of one-year extensions for two additional years.

The Audit Subcommittee of the Board of Trustees met with Crowe Horwath LLP prior to the Board Meeting on April 16, 2013.

Recommended Action: That the Board of Trustees approves the negotiation of a Professional Services Contract for Independent Audit Services with Crowe Horwath LLP of Sacramento, CA in an amount not to exceed \$215,400. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute a contract on behalf of the District.

Submitted: Lorenzo Legaspi/Date

Approved: Judy E. Walters/Date

_____ APPROVED

_____ DISAPPROVED

_____ TABLED