

STAFF REPORT



MEETING DATE:	October 21, 2021
SUBJECT:	Approve Consultant Selection for Fiscal and Compliance Audits and Triennial Performance Audits
AGENDA ITEM:	5-5
STAFF CONTACT:	Jessica Carlson, Chief Fiscal Officer

SUMMARY:

SRTA requested two separate proposals for Fiscal and Compliance Audits from Fiscal Years (FY) 2021-25 and Triennial Performance Reviews for FY 2019-21 and FY 2022-24. Staff has made a recommendation for auditing firms for both projects.

STAFF RECOMMENDATION:

It is recommended that the board of directors approve Eide Bailly, LLP for the Fiscal and Compliance Audits through FY 2025, and Moore and Associates for the Triennial Performance Reviews through FY 2024. Term options and minor administrative edits may be authorized by the executive director.

DISCUSSION:

SRTA administers federal and state funds for transportation planning and public transportation, including local Transportation Development Act (TDA) funds. It is required that an annual fiscal and compliance audit is performed, as well as a performance review every three years. A request for proposals (RFP) was issued on August 11, 2021. Three proposals were received in response to the fiscal audit RFP, ranging in cost from \$30,000 – \$50,648 per year. Two proposals were received for the performance review, ranging in cost from \$23,783 - \$24,505 per review.

An evaluation panel representing SRTA and Redding Area Bus Authority (RABA) arrived at average scores (attached). Firms were rated on various criteria, including understanding of the project requirements, the firm's experience, and value. Eide Bailly, LLP, and Moore and Associates are recommended based on experience and an understanding of the transportation industry and public entities. Proposals are available for review upon request.

The technical services agreements (TSAs) will include term options that may span multiple years. The maximum compensation for five fiscal and compliance audits completed through June 30, 2025, and two Triennial Performance Reviews completed through fiscal year 2024, is \$172,522 and \$48,288, respectively. The recommended compensation schedules are proposed as follows:

Fiscal and Compliance Audit

Compensation Schedule

Contractor: Eide Bailly, LLP

Fiscal Year End (FYE) June 30, 2021	\$ 30,000.00
FYE June 30, 2022	\$ 32,100.00
FYE June 30, 2023	\$ 34,347.00

Options:

FYE June 30, 2024	\$ 36,751.00
FYE June 30, 2025	\$ 39,324.00

Performance Review Compensation Schedule

Contractor: Moore & Associates

Triennial Performance Period 2019-21	\$ 23,783.00
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Option:

Triennial Performance Period 2022-24	\$ 24,505.00
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Scoring Sheet for Requests for Proposals

Name of RFP: **Fiscal and Compliance Audit**

			CLA	The Pun Group	Eide Bailly
	Score Criteria	Maximum Points Possible	Average Scores	Average Score	Average Score
1	Technical Capacity and Approach •Thoroughness of proposal and meeting the RFP project scope of work and the project's overarching objectives •Understanding of project •Work plan and schedule •Technical approach and methodology •Prior experience •Any appropriate project enhancements	45	42	41	43
2	Project Management •Qualifications and similar experience of the consulting firm and project team •References	25	22	21	24
3	Value •Hourly fee schedule •Value provided for proposed fee	25	23	15	24
4	Disadvantaged Business Enterprise (DBE)	5	0	0	0
Total Score:		100	88	77	91

Scoring Sheet for Requests for Proposals

Name of RFP: **Performance Audit**

			CLA	Moore and Associates
	Score Criteria	Maximum Points Possible	Average Scores	Average Score
1	Technical Capacity and Approach •Thoroughness of proposal and meeting the RFP project scope of work and the project's overarching objectives •Understanding of project •Work plan and schedule •Technical approach and methodology •Prior experience •Any appropriate project enhancements	45	37	43
2	Project Management •Qualifications and similar experience of the consulting firm and project team •References	25	22	25
3	Value •Hourly fee schedule •Value provided for proposed fee	25	23	25
4	Disadvantaged Business Enterprise (DBE)	5	0	0
Total Score:		100	82	92