



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: RFP-1718-55**

**File ID:** RFP-1718-55      **Type:** Request for Proposal      **Status:** Consent Item

**Version:** 1      **Reference:** Item 17      **In Control:** City Council

**Department:** Finance Department      **Cost:** \$117,300.00      **File Created:** 04/13/2018

**File Name:** Professional Auditing Services      **Final Action:**

**Title:** CONSIDERATION OF REQUEST FOR PROPOSAL RFP-1718-55 FROM BKD, L.L.P., IN THE AMOUNT OF \$117,300 FOR PROFESSIONAL AUDITING SERVICES FOR THE CITY OF NORMAN AND RELATED TRUSTS.

**Notes:** ACTION NEEDED: Motion to accept or reject Request for Proposal RFP-1718-55 from BKD, L.L.P., in the amount of \$117,300 to provide professional auditing services for the City of Norman and related trusts.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 05/08/2018

**Agenda Number:** 17

**Attachments:** Professional Auditing Services RFP, Auditing Services Eval Form, BKD Audit RFP Response Dollars, BKD Audit RFP Response

**Project Manager:** Clint Mercer, Chief Accountant

**Entered by:** clint.mercer@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

### Text of Legislative File RFP-1718-55

Body

**BACKGROUND:** On February 28, 2018, Request for Proposal RFP-1718-55 for independent auditing services was sent to eleven qualified accounting firms. The RFP's purpose was to recommend a firm to provide auditing services for a contemplated term of three years with two one-year renewal options. These renewal periods will be subject to the annual review and recommendation of the Council Finance/Audit Committee, the approval of the Norman City Council, the satisfactory negotiation of terms (including a price acceptable to both the City and the Auditor), and the annual availability of an appropriation. The City has used BKD, LLP for the past five years.

**DISCUSSION:** The City requested proposals through direct mail from eleven qualified Certified Public Accounting (CPA) firms in Norman, Oklahoma City and Tulsa, of which five responded. Included in the RFP was a list of criteria that the City would use to evaluate and select the best qualified firm with cost a consideration, but not the determining factor in the selection process.

The proposals were reviewed separately by members of a Selection Committee consisting of Anthony Francisco, Director of Finance, and Clint Mercer, Chief Accountant. The Selection Committee reviewed the five proposals received, utilizing the pre-determined evaluation criteria:

1. Responsiveness of the firm's proposal by a clear statement demonstrating and understanding of the work to be performed for the City of Norman.
2. Technical experience of the firm or individuals making the proposal.
3. Professional qualifications to perform the work or tasks described in the proposal.
4. Prior experience performing the same or similar type of work with recent references from the firm's municipal clients.
5. Cost to perform the work or tasks described in the RFP.

The specific evaluation form used is included as an attachment.

After a careful review of the proposals and giving appropriate weight to each of the above mentioned evaluation criteria, the Selection Committee concluded, in consultation with the City Manager, that the firm of BKD, LLP could provide the best overall auditing services consistent with the needs of the City of Norman. BKD, LLP has performed more than satisfactory auditing services for the City of Norman and also performs (or has performed in the recent past) auditing services for the City of Norman, City of Oklahoma City, Oklahoma, Cherokee Nation, and Choctaw Nation.

**RECOMMENDATION:** The Selection Committee recommends that the firm of BKD, LLP be selected to provide auditing services to the City of Norman for the fiscal years ending June 30, 2018, 2019 and 2020, with two one-year options to renew, at a first-year cost of \$117,300. Such recommendation is based on BKD, LLC's professional qualifications, superior technical experience of the firm and staff in the area of governmental accounting and auditing, history of service to the City, and a reasonable cost for such services.