



# City of Norman, OK

Municipal Building Council  
Chambers  
201 West Gray Street  
Norman, OK 73069

## Text File

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### Title

CONSIDERATION OF REQUEST FOR PROPOSAL NO. RFP-1213-69 FROM BKD, L.L.P., IN THE AMOUNT OF \$89,780 FOR PROFESSIONAL AUDITING SERVICES FOR THE CITY OF NORMAN AND RELATED TRUSTS.

### Body

**BACKGROUND:** On February 21, 2013, Request for Proposal No. RFP-1213-69 for independent auditing services was sent to twelve accounting firms, of which five firms submitted proposals. 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 Finance 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 Cole & Reed, PC for the past five years.

A summary page noting the City's recent history of auditing firms as well as the RFP mailing list and responses is included as an attachment.

**DISCUSSION:** The City requested proposals through direct mail from twelve 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; Steven Lewis, City Manager; 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 that the firm of BKD, LLP could provide the best overall auditing services consistent with the needs of the City of Norman. BKD, LLP performs (or has performed in the recent past) auditing services for the City of Oklahoma City, Oklahoma, City of Tulsa, Oklahoma and City of Fort Smith, Arkansas. See summary page attachment.

The Finance Committee reviewed this item at it's April 17th, 2013 meeting and concurred with the

Selection Committee's recommendation.

**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, 2013, 2014, 2015, with two one-year options to renew, at a first-year cost of \$89,780. Such recommendation is based on BKD, LLC's professional qualifications, superior technical experience of the firm and staff, and a reasonable cost for such services.