



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2018-0416

TO: Mayor and City Council Members
FROM: Joe Snyder, Chief Financial Officer
DATE: October 22, 2018
SUBJECT: Audit Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for professional financial auditing services for the City's fiscal years ending December 31, 2018, 2019, and 2020 to Yeo & Yeo, PC, Auburn Hills, Michigan in the amount not-to-exceed \$168,012.00 with the right to exercise an option to renew for the years 2021 and 2022.

REASON FOR PURCHASE:

Request for Proposals (RFP) were solicited for financial auditing services for the City of Rochester Hills for the fiscal years ending December 31, 2018, 2019, 2020 with the option for renewing a subsequent fourth and fifth year (2021 and 2022). The responses to the RFP, including cost proposals, were reviewed separately and independently by an evaluation committee made up of the Chief Financial Officer, Accounting Manager, Accountant, and Financial Analyst.

The City received five (5) proposal responses in response to its RFP. Each proposal was reviewed independently by each evaluator. An evaluation committee meeting was held by Purchasing in which each proposal was discussed and scoresheets were provided to Purchasing. Purchasing reviewed the scoring and based on the scoring it was determined to shortlist to the top three (3) scoring firms and conduct interviews with those firms. Based on evaluation of the proposal responses and interviews of the firms, the committee is recommending award to Yeo & Yeo, PC, Auburn Hills, Michigan based on their qualifications and experience, references, proposed staff, and best value cost proposal.

PROCESS:

Vendor Name and Address:

Yeo & Yeo, PC
691 N. Squirrel Road
Auburn Hills, MI 48326

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2019 Adopted Budget and the FY 2020-2021 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
General Fund	Accounting Division	201.804000 / Audit Fees	\$234,100	\$168,012	\$66,088

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for professional financial auditing services for the City's fiscal years ending December 31, 2018, 2019, and 2020 to Yeo & Yeo, PC, Auburn Hills, Michigan in the amount not-to-exceed \$168,012.00 with the right to exercise an option to renew for the years 2021 and 2022 and further authorizes the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		