
CITY OF ROCHESTER HILLS

**Fiscal
Team**

Julie Jenuwine – Finance Director

DATE: December 3, 2004

TO: Financial Services Committee

RE: Auditor Request for Proposals

Request for Proposals (RFP) were solicited for financial auditing services for the City of Rochester Hills, OPC and RARA for the fiscal years ending December 31, 2004, 2005 and 2006 with the option for a subsequent fourth and fifth year. Each entity was represented individually in the RFP and cost proposals were identified separately. An evaluation committee consisting of Pam S. Lee - City Accountant, Jean Farris – Supervisor of Procurement, Melinda Hill – City Council member and Lee Zendel – Financial Services Committee member and myself, reviewed the proposals.

Plante & Moran LLP was selected as the most qualified firm to provide the best value to the City, based on a variety of factors. They were selected based on high ratings in each of the criteria used in the evaluation process, most importantly: their municipal financial audit experience with over 125 municipalities, their experience with the State of Michigan's municipal financial structure, their high level of involvement in professional governmental finance associations, along with the size of the firm which improves the likeliness of performing the audit within the time required by law.

The submitted audit fees include costs for increased services, relative to Plante & Moran's last quote in 1999, for SAS 99 (tests for indicators of fraud) along with increased staff hours dedicated to audit procedures (560 hours were quoted in 1999 compared to 770 hours currently).

The service includes presentation to City Council, letter of recommendations, periodic current events letters, mini-seminars to newly elected officials, and routine questions and communications.

The request to award Plante & Moran a contract for financial audit services went to City Council on December 8, 2004.