

February 18, 2020



AGENDA ITEM 6C

CRTPA AUDIT SOLICITATION

TYPE OF ITEM: Action

STATEMENT OF ISSUE

This item seeks approval to award the Audit Services Contract to James Moore & Co., P.L. and to authorize the CRTPA Chair to execute all related documents.

RECOMMENDED ACTION

Option 1. Approve the recommendation of the Audit Services Selection Committee to award the contract to James Moore & Co., P.L. and authorize the Chair to execute all related documents.

BACKGROUND

Previously, the CRTPA was a party to the City of Tallahassee's auditing services through a contract executed by the CRTPA and the Certified Public Accountants of the firm Thomas Howell Ferguson P.A. This contract for services terminated in 2019. In reviewing the City's Request for Proposals (RFP) for auditing services, the CRTPA Executive Director determined the CRTPA should advertise a separate solicitation without the local preference provision. The CRTPA is subject to federal procurement guidelines that prohibits the use of statutorily or administratively imposed state or local geographical preferences.

In order to procure the necessary auditing services, the CRTPA solicited proposals through a competitive bid process. Four proposals were received. The Audit Services Selection Committee reviewed the responses to the RFP and recommended James Moore & Co., P.L. Attached for review are the Cost Fee Proposals from the four firms that responded to the solicitation.

RECOMMENDED ACTION

Option 1: Approve the recommendation of the Audit Services Selection Committee to award the contract to James Moore & Co., P.L. and authorize the Chair to execute all related documents.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENT

1. Cost Fee Proposals for Audit Services Solicitation RFP-037-20-CC



Fee Proposal

Our total, all-inclusive maximum fees to provide the audit services noted in your Request for Proposal are noted below. If they do not fit within your budget constraints, we encourage you to contact us to discuss ones that do.

FISCAL YEAR ENDING SEPTEMBER 30	CRTPA	FISCAL YEAR TOTALS
2019	\$16,000	\$16,000
2020	\$16,500	\$16,500
2021	\$17,000	\$17,000
2022 (if extended)	\$17,500	\$17,500
2023 (if extended)	\$18,000	\$18,000
Grand Total		\$85,000

We calculate our fees by estimating a budget that includes all aspects of the engagement, including planning, fieldwork, quality control, and required meetings. James Moore does not bill our clients separately for our administrative expenses; therefore, they are included in the fees proposed above.

A breakdown of price reflecting staff level, rate per hour, number of hours per staff level, and total hours is as follows:

POSITION	HOURS	HOURLY RATES	TOTAL
Partner	20	\$225	\$4,500
Director/Senior Manager	20	\$180	\$3,600
Manager	30	\$160	\$4,800
Senior Accountant	60	\$140	\$8,400
Staff Accountant	20	\$100	\$2,000
Administrative	2	\$75	\$150
Subtotals	152		\$23,450
(Discount)			(\$7,450)
TOTAL			\$16,000

Billing Practices For Additional Professional Services

We anticipate that your personnel will contact us routinely throughout the year to discuss new accounting issues or significant transactions. Because we value consistent communication with our clients, we consider these routine consultations to be included in the scope of the fees proposed above. Additionally, these fees are inclusive of periodic meetings with your management conducted outside the time encompassed by the proposed audit schedule.

If, during the course of these meetings or other discussion with your personnel, a larger project is identified for which you would like to engage James Moore's services, we will render a billing for such services at an amount or rates agreed upon prior to the beginning of the engagement. Hourly rates for these services are listed above, depending on the level of service required.

COST/FEE PROPOSAL
from Carr, Riggs & Ingram, LLC
Solicitation RFP-037-20-CC
External Audit Services

Fiscal Year Ending September 30	CRTPA	Fiscal Year Totals
2019	\$ 24,650	\$ 24,650
2020	24,650	24,650
2021	24,650	24,650
2022 (if extended)	25,485	25,485
2023 (if extended)	25,485	25,485
Grand total		\$ 124,920

	Partners	Managers	Supervisory Staff	Staff	Other	Total
Fiscal Year 2019						
Hourly Rates	\$ 250	\$ 190	\$ 160	\$ 120	\$ 50	N/A
Hours	10	25	20	110	20	185
Total	\$ 2,500	\$ 4,750	\$ 3,200	\$ 13,200	\$ 1,000	\$ 24,650
Fiscal Year 2020						
Hourly Rates	\$ 250	\$ 190	\$ 160	\$ 120	\$ 50	N/A
Hours	10	25	20	110	20	185
Total	\$ 2,500	\$ 4,750	\$ 3,200	\$ 13,200	\$ 1,000	\$ 24,650
Fiscal Year 2021						
Hourly Rates	\$ 250	\$ 190	\$ 160	\$ 120	\$ 50	N/A
Hours	10	25	20	110	20	185
Total	\$ 2,500	\$ 4,750	\$ 3,200	\$ 13,200	\$ 1,000	\$ 24,650
Fiscal Year 2022						
Hourly Rates	\$ 260	\$ 197	\$ 166	\$ 124	\$ 50	N/A
Hours	10	25	20	110	20	185
Total	\$ 2,600	\$ 4,925	\$ 3,320	\$ 13,640	\$ 1,000	\$ 25,485
Fiscal Year 2023						
Hourly Rates	\$ 260	\$ 197	\$ 166	\$ 124	\$ 50	N/A
Hours	10	25	20	110	20	185
Total	\$ 2,600	\$ 4,925	\$ 3,320	\$ 13,640	\$ 1,000	\$ 25,485
GRAND TOTAL	\$ 12,700	\$ 24,100	\$ 16,240	\$ 66,880	\$ 5,000	\$ 124,920

No out-of-pocket expenses are anticipated.

COST/FEE PROPOSAL

**CAPITAL REGION TRANSPORTATION PLANNING AGENCY
COST/FEE PROPOSAL**

PURVIS, GRAY AND COMPANY, LLP
Year - 2019:

	Hours	Hourly Rates	Total
Partner	50	\$ 245	\$ 12,250
Manager	70	200	14,000
Supervisor	70	150	10,500
Staff	80	110	8,800
Total	270		45,550
Professional Discount			(18,800)
Total			\$ 26,750

Fiscal Year Ending September 30,	CRTPA
2019	\$ 26,750
2020	27,500
2021	29,000
2022 (If Extended)	29,850
2023 (If Extended)	30,750
Grand Total	\$ 143,850

The above fee includes the annual financial statement audit and the Federal and State Single Audits.

The above fee quotes include any out-of-pocket costs that may be incurred (i.e., travel, lodging, etc.).

Hourly rates for additional services vary based upon the level of staff (i.e., partner, manager, senior, etc.) required to perform the additional services. We agree to perform additional services at the same hourly rates set forth above for completion of the basic audit.



CPAs & ADVISORS

Cost/Fee Proposal

Total All-inclusive Maximum Price for Each Respective Organization

Fiscal Year Ending September 30	CRTPA	Fiscal Year Totals
2019	\$22,000	\$22,000 *
2020	22,000	22,000
2021	22,000	22,000
2022 (if renewed)	23,000	23,000
2023 (if renewed)	24,000	24,000
Grand Total	\$113,000	\$113,000

Price Reflecting Staff Level, Rate per Hour, Number of Hours per Staff, and Total Hours

	Partners	Managers	Supervisory Staff	Staff	Other	Total
Fiscal Year 2019						
Hourly Rates	\$300	\$225	\$145	\$115	\$135	
Hours	30	40	45	70	15	200
Total	\$9000	\$9000	\$6525	\$8050	\$2025	\$34,600 *
Fiscal Year 2020						
Hourly Rates	\$300	\$225	\$145	\$115	\$135	
Hours	30	40	45	70	15	200
Total	\$9000	\$9000	\$6525	\$8050	\$2025	\$34,600
Fiscal Year 2021						
Hourly Rates	\$300	\$225	\$145	\$115	\$135	
Hours	30	40	45	70	15	200
Total	\$9000	\$9000	\$6525	\$8050	\$2025	\$34,600
Fiscal Year 2022						
Hourly Rates	\$300	\$225	\$145	\$115	\$135	
Hours	30	40	45	70	15	200
Total	\$9000	\$9000	\$6525	\$8050	\$2025	\$34,600
Fiscal Year 2023						
Hourly Rates	\$300	\$225	\$145	\$115	\$135	
Hours	30	40	45	70	15	200
Total	9000	9000	6525	8050	2025	34,600
GRAND TOTAL	\$45,000	\$45,000	\$32,625	\$40,250	\$10,125	\$173,000

* Our all-inclusive maximum price as noted above for the fiscal year end 2019 is approximately 12% less than what the Agency paid for fiscal year end 2018 base audit fee. As noted, this amount is also discounted from our calculated fee using our standard rates. In summary we are committed to providing the highest quality audit services at a competitive price.