

March 17, 2025



## EXECUTIVE COMMITTEE AGENDA ITEM 4A

### **EXTERNAL AUDITING SERVICES AWARD AND CONTRACT APPROVAL**

**TYPE OF ITEM:** Consent

#### **STATEMENT OF ISSUE**

This item seeks award and approval of a contract, subject to final legal review, with the Certified Public Accountant (CPA) firm, James Moore and Co., for external auditing services and completion of the CRTPA Annual Single Audit.

#### **BACKGROUND**

A Request for Supplier Qualifications for external auditing services was released on February 6, 2025. James Moore and Co. was the sole respondent. A notice of less than two responses and the intent to negotiate with James Moore and Co. was posted on March 3, 2025. The contract term is for three years with the option to renew for two years. Consistent with the previous pricing structure, the contract establishes a set rate by year for completion of the annual Single Audit and the CRTPA's Financial Statements. The pricing structure, as set forth in the Engagement Letter, is provided in Attachment A. The solicitation and contract also contain provisions for additional services should these be warranted.

For the past five years James Moore and Co. have provided auditing services to the CRTPA. The CPA firm has a demonstrated history of commitment to customer satisfaction and providing quality accounting services. James Moore and Co. has an established record of performance with the CRTPA. Continuing audit services with this firm and management team is an optimal result.

Staff will continue to work with legal counsel and James Moore and Co. to finalize the contract for execution by the CRTPA Chair and a copy will be included as an informational item at the next Board meeting.

#### **RECOMMENDED OPTIONS**

Option 1: Approve the contract award and the Chair to execute the contract for audit services with James Moore and Company, contingent upon final legal approval.

#### **ATTACHMENTS**

Attachment 1: Contract Fee Schedule

Fee Schedule for Auditor services for the annual Single Audit and Financial Statement for Fiscal Years (FYs) 2024 through 2026. The terms of the contract allow for a two-year extension of auditor services for FY 2027 and FY 2028.

**FY2024: \$25K**

**FY2025: \$27K**

**FY2026: \$29K**

**FY2027: \$31K**

**FY2028: \$33K**