

**AGENDA ITEM REPORT**

**DATE:** June 1, 2021  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Financial Auditor - Other Constitutional Offices - Countywide

**I. MOTION REQUESTED**

A) Award Request for Proposal No. RFP200390BAG, Financial Auditor - Other Constitutional Offices to Clifton Larson Allen, LLP for the financial auditing services for the Constitutional Offices on an as needed basis, for an initial term of three years, in the amount of \$80,000.00 year one, \$81,600.00 year two, and \$83,300.00 year three for a total amount of \$244,900.00.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Grant the County Manager or designee the authority to renew the contract, for up to three additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no additional costs added to the contract at the time of renewal.

**II. ITEM SUMMARY**

Awards a contract for financial auditor services for the other Constitutional Offices to Clifton Allen Larson, LLP, in the amount of \$80,000.00 year one, \$81,600.00 year two, and \$83,300.00 year three for a total amount of \$244,900.00. Six submittals were received for this competitively solicited project, and Clifton Larson Allen, LLP was determined to be the responsive and responsible proposal. The annual contract is for an initial term of three years, and can be renewed for up to three additional years upon the agreement of both parties. Expenditures in Fiscal Year 2019-2020 were \$78,960.00.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

Procurement Management obtained proposals for the project known as Request for Proposal No. RFP200390BAG, Financial Auditor - Other Constitutional Offices. On the solicitation deadline of January 14, 2021, Procurement Management received six submittals.

An evaluation meeting was held on March 18, 2021, during which the Evaluation Committee considered criterion as listed in the solicitation request including such items as: qualifications of company, company relevant experience and reference, plan of approach, personnel, and pricing. Based on the information submitted by the proposers, the Committee reached a consensus to negotiate with and recommend the award of a contract to Clifton Larson LLP. The committee determined a second evaluation meeting was not required and one firm was qualified to be awarded. The Committee motioned to accept the Clifton Larson Allen, LLP. They have served the county for the last ten years. The current contract expired 05/17/2021.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	

G)	Fund Type?	General Fund
H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Clifton Larson Proposed Contract</a>	5/11/2021	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	5/19/2021 - 2:59 PM
Budget Services	Henkel, Anne	Approved	5/19/2021 - 3:37 PM
Budget Services	Winton, Peter	Approved	5/20/2021 - 11:10 AM
County Attorney	Swindle, Amanda	Approved	5/21/2021 - 9:34 AM
County Manager	Winton, Peter	Approved	5/21/2021 - 10:18 AM