



City of Olathe

COUNCIL AGENDA ITEM

MEETING DATE: 10/15/2019

DEPARTMENT: Resource Management

STAFF CONTACT: Dianna Wright/Amy Tharnish

SUBJECT: Acceptance of proposals and consideration of award to Allen, Hibbs, & Houlik L.C. for audit services for the City of Olathe.

ITEM DESCRIPTION:

Acceptance of proposals and consideration of award to Allen, Hibbs, & Houlik L.C. for audit services for the City of Olathe

SUMMARY:

Five proposals were received on September 25, 2019, to provide annual audit services for the City of Olathe. The review committee consisted of the Director of Resource Management, Assistant Director of Finance, Senior Accountant, Accounting Manager, and the City Auditor. Proposals were rated as presented based on the following criteria:

- Expertise and experience (50%)
- Project approach (30%)
- Costs (20%)

Ratings were summarized and the top two firms were brought in for presentations and interviews. The evaluation team determined that Allen, Gibbs, & Houlik L.C. had ranked the highest after presentations and interviews. A summary of the ratings is attached. Staff recommends award of a three-year contract, with two additional one-year renewals, to Allen, Gibbs, & Houlik L.C.

There are no Olathe vendors that submitted a proposal.

FINANCIAL IMPACT:

Expenditures will be funded from the General, Water & Sewer, and Solid Waste Funds. The audit fee for the next three years is as follows:

2019	\$62,500
2020	\$64,775
2021	\$67,050

These costs include the audit of one major program. Additional program audits will be billed at a rate of \$4,500 per program as needed.

ACTION NEEDED:

Award of contract to Allen, Gibbs, & Houlik L.C.

ATTACHMENT(S):

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A. Composite Score Summary