



AGENDA MEMORANDUM

Future Item for the City Council Meeting of June 11, 2019
Action Item for the City Council Meeting of June 18, 2019

DATE: June 11, 2019

TO: Peter Zaroni, City Manager

FROM: Alma Casas, Interim Director of Financial Services
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Professional Auditing Services

CAPTION:

Motion authorizing a three-year service agreement for professional auditing services with Weaver and Tidwell, LLP, of Houston, Texas, for an amount not to exceed \$608,000, with two additional one-year renewal options with escalation cost for a potential total amount not to exceed \$1,043,700, with first-year funding through the General Fund.

PURPOSE:

This item is to approve a service agreement with Weaver and Tidwell, LLP for professional auditing services.

BACKGROUND AND FINDINGS:

The City of Corpus Christi Charter requires an independent annual audit, and the current contract for auditing the City's Comprehensive Annual Financial Report (CAFR) will expire in June 2019. This three-year service agreement with Weaver and Tidwell, LLP will include auditing the CAFR, TCEQ Financial Assurances, and the new addition of auditing the Passenger Facility Charge and providing continuing education training for City staff's Certified Public Accountants.

The Contracts and Procurement Department conducted a competitive Request for Proposal (RFP) process and received five proposals. All five proposals were screened

for the minimum requirements on a pass/fail basis, and three firms passed. The technical proposals were scored for the three passing firms based on the published evaluation criteria, and after review of the technical scores those three firms were then interviewed by the evaluation committee and scored. After review of the total technical and interview scores, the sealed pricing was opened for the three firms. The proposer with the lowest price received 20 points and all other proposers received a proportional share of the points based on the proration of their price to the lowest price provided. Weaver and Tidwell, LLP has the highest overall score of 96 out of 100.

The recommended award was presented to the Audit Committee on April 9, 2019, and the Audit Committee requested the addition of two optional renewal years. The Contracts and Procurement Department secured pricing for two one-year renewal options and recommends award to Weaver and Tidwell, LLP.

ALTERNATIVES:

Not applicable

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Finance

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$457,144.75	\$1,005,500.00	\$1,462,644.75
Encumbered / Expended Amount	\$413,637.14	\$0	\$413,637.14
This item	\$38,200.00	\$1,005,500.00	\$1,043,700.00
BALANCE	\$5,307.61	\$0	\$5,307.61

Funding Detail:

Fund: 1020 General Fund

Organization/Activity: 10751 Accounting Operations

Mission Element: 182 Produce financial reports

Project # **(CIP Only):** N/A

Account: 530000 Professional Services

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Evaluation Matrix

Service Agreement