

Issue Analysis Form

Date: 04/14/2020
Item: Award of Contract – Audit Services
Lead Department(s): Finance
Contact Person(s): Betsy Drewry



Description and Current Status

The County is required to have a single audit performed annually for the County and School Board. Additionally, an audit is conducted for a number of affiliated departments and organizations including:

Industrial Development Authority – IDA Paid
School Student Activity Funds [10] – School Paid
School Parent Teacher Organizations (3) & Booster Clubs (1) – School Paid
Clerk of Circuit Court – Clerk Paid [General Fund Budget]
Rowanty Vocational Technical Center – Rowanty Paid
Prince George Education Foundation – School / Foundation Paid

Our final annual renewal with Robinson, Farmer, Cox Associates, our incumbent firm, ended with the performance of our FY2019 audits.

RFP #20-0402-23 “Auditing Services” was issued on February 13, 2020 and closed on March 12, 2020. This RFP and any addenda are available upon request and also available to view on eVA (the Commonwealth of Virginia’s procurement platform).

Four proposals were received and evaluated by a staff committee consisting of:

Betsy Drewry, Deputy County Administrator, Finance
Monique Barnes, School Finance Director
Lori Robertson, Accounting Supervisor

A summary of the firms, proposal and interview scores is provided below:

Firm	Proposal Score	Interview Score
SB & Company	45	N/A
Clifton, Larson, Allen LLP	69	23.6
Robinson, Farmer Cox	86	30.6
UHY, LLP	63	N/A
Possible Score	100	36

Robinson, Farmer, Cox provided a pricing proposal and a pricing summary is shown as **Attachment A**. The pricing provided is comparable to the current fees. The County / School audit fee did increase by \$6,500. This is as a result of increased work created by several recent and/or upcoming Governmental Accounting Standard Board (GASB) pronouncements related to pensions (VRS disclosure); Other Post-Employment Benefits (OPEBs); Leases and Fiduciary Responsibilities.

The staff recommendation is to continue auditing services using Robinson, Farmer, Cox and Associates for the two audit cycles of FY2020 and FY2021 with eight (8) possible annual renewals available.

Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a contract with **Robinson, Farmer, Cox Associates in accordance with the proposed fee schedule for the FY2020 audit, and future audit cycles.**

A resolution draft for board consideration is included in the board packet. The resolution approves administrative execution of a contract.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

There is an increase of \$6,500 for combined County/School audit (paid by County's General Fund) and minimal fiscal impact for affiliated entities/organizations.

County Impact

Approval of a contract will provide services for required annual audits.

Notes

ATTACHMENT A

Pricing Proposal Component	RFC Office	FY2019 Fees [For Comparison]	Pricing Proposal FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Prince George County and Public Schools Financial Audit - CAFR and all related schedules and notes (Statement of Needs 2.1 - 2.5)	Charlottesville	44,500.00	51,000.00	52,000.00	53,000.00	54,100.00	55,200.00	56,300.00	57,400.00	58,500.00	59,700.00	60,900.00
Prince George County Industrial Development Authority (Statement of Needs 2.6)	Charlottesville	2,800.00	2,800.00	2,800.00	2,850.00	2,890.00	2,930.00	2,970.00	3,010.00	3,050.00	3,090.00	3,140.00
School Student Activity Funds [10] (Statement of Needs 2.7)	Richmond	10,400.00	10,600.00	10,900.00	11,200.00	11,500.00	11,800.00	12,100.00	12,400.00	12,700.00	13,000.00	13,325.00
Parent Teacher Organizations [3] and Booster Clubs [1]; (Statement of Needs 2.8)	Richmond	4,320.00	4,400.00	4,500.00	4,600.00	4,700.00	4,850.00	5,000.00	5,125.00	5,250.00	5,400.00	5,500.00
Clerk Audit (Statement of Needs 2.10)	Richmond	2,700.00	3,000.00	3,000.00	3,250.00	3,250.00	3,500.00	3,500.00	3,500.00	3,750.00	3,750.00	3,750.00
Rowanty Vocational Technical Center Audit (Statement of Needs 2.11)	Charlottesville	3,400.00	3,400.00	3,400.00	3,500.00	3,550.00	3,600.00	3,650.00	3,700.00	3,750.00	3,800.00	3,850.00
Education Foundation	Richmond	1,200.00	1,500.00	1,540.00	1,580.00	1,620.00	1,660.00	1,700.00	1,750.00	1,800.00	1,850.00	1,900.00
		69,320.00	76,700.00	78,140.00	79,980.00	81,610.00	83,540.00	85,220.00	86,885.00	88,800.00	90,590.00	92,365.00

**Fees are subject to change if significant accounting principles or auditing standards are implemented. However, the impact of GASB 84 and GASB 87 implementation are included in the prices above.

Robinson, Farmer, Cox

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 14th day of April, 2020:

Present:

Donald R. Hunter, Chairman
Alan R. Carmichael, Jr., Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

Vote:

A-7

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AWARD OF CONTRACT (AUDITING SERVICES - \$51,000 COUNTY/SCHOOL AUDIT; \$25,700 AFFILIATED ENTITIES / ORGANIZATIONS)

WHEREAS, On February 13, 2020 a Request for Proposals was advertised by the Finance Department to obtain proposals for Auditing Services (RFP 20-0403-23). The RFP closed on March 12, 2020 with four (4) responses. The most qualified and highest scoring firm was Robinson, Farmer, Cox Associates. Staff negotiated pricing of \$51,000 for the County / School combined audit and \$25,700 for affiliated entities and organizations; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Robinson, Farmer, Cox Associates to provide required annual audit services at the negotiated pricing.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 14th day of April, 2020, hereby awards the contract for Auditing Services Robinson, Farmer, Cox Associates in the amount of \$51,000 for the County School combined audit and \$25,700 for affiliated entities and organizations; and authorizes the County Administrator to execute a contract with Robinson, Farmer, Cox Associates.

A Copy Teste:

Percy C. Ashcraft
County Administrator