

April 17, 2014

14-112

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
AUDIT SERVICES TO KENNETH KUHNS AND COMPANY

PREPARED BY: Jordan Petrusich, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Jim Langstraat, Associate Vice President, Finance

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, Vice President
Dr. Jeremy Brown, President

REPORT: The College has a need, as required by State law (ORS 279 and OAR 125), to contract with a qualified firm to provide and conduct the annual audit of the College's comprehensive annual financial report. The current contract expired and a Request for Proposal (RFP) was issued to select the auditors.

On February 7, 2014, the RFP was advertised in the Daily Journal of Commerce, State of Oregon ORPIN Vendor System and the RFP document was accessible by registering on the PCC Procurement website. A total of twenty-three (23) vendors registered and received copies of the RFP. By the deadline of February 28, 2014 at 10:00 A.M., the College received four (4) proposals. These proposals were reviewed and evaluated by the committee members based on the following criteria: Firm's experience, qualification and references; firm's team members' qualifications; scope of audit, time schedule and cost. The proposals received were from the following firms:

Firm names and their total scores from the committee based on the aforementioned criteria (out of possible 400)

Kenneth Kuhns and Company (377)

Moss Adams (278)

Talbot, Korvola and Warwick (295)

Eide Bailly LLP (340)

Note: No MWESB firms submitted proposals

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to Kenneth Kuhns and Company to provide and conduct the comprehensive annual financial reporting. The contract will cover the three (3) fiscal year audits, commencing on April, 2014 and ending April 1, 2016. The contract will also have an option for annual renewal for an additional two (2) years, through April, 2019 (not to exceed 5 year). The agreed contract amounts are as follows:

Initial contract amount:

Fiscal Year 2014 = \$120,000

Fiscal Year 2015 = \$124,800

Fiscal Year 2016 = \$129,700

Extended contract amount:

Fiscal Year 2017 = \$134,900

Fiscal Year 2018 = \$140,300

Funding will be from the General Fund.