

March 18, 2004

04-118

ACCEPT PROPOSAL/AWARD CONTRACT FOR AUDIT SERVICES TO TALBOT, KORVOLA & WARWICK, LLP

PREPARED BY: Avelina D. Gulmatico, Procurement Lead Buyer

FINANCIAL RESPONSIBILITY: Wing-Kit Chung, Associate Vice President of Finance

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Gerard "Jerry" Berger, President

REPORT: The College's Financial Services/Accounting Services Department has, as required by State law, contracted for Audit services from the most qualified service providers. The contract with the current provider expires on September 2004. Since the Department must continue to contract for this service, a new Request for Proposals (RFP) was issued. The successful service provider will conduct the annual audit and assist staff in the completion of the College's Comprehensive Annual Financial Report (CAFR). As an option, and if the PCC Foundation Office elected to do so, the successful service provider may also contract to provide the same services for the Foundation at any time during the contract period.

The RFP was released on February 9, 2004, and was advertised in the Daily Journal of Commerce, on the State of Oregon VIP System, and on the PCC Procurement website. The RFP was developed to establish a multi-year contract. A total of nine (9) accounting firms received copies of the RFP document, none of which were certified MWESB firms. On the deadline of March 5, 2004, a total of two (2) proposals were received. The proposals were evaluated and scored by committee members based on the following criteria: Firm's Experience, Qualifications, and References; Firm's Team Members' Experience, Qualifications, and References; Response to Scope of Work, Time Schedule and Cost. Recommendation for award is made to the proposal with the highest total points.

Firm	Total Points
Talbot, Korvola & Warwick (TKW)	603
Pauly, Rogers & Co	487

Note: None of the proposers certified as M/W/ESB firm.

RECOMMENDATION:

That the Board of Directors accept the proposal from, and award a contract to, TKW, Inc to continue to provide and conduct annual audit services. The initial contract will be valid for three (3) years, with an option to renew annually for two (2) additional years. The contract expenditures per fiscal year are as follows: FY04 - \$73,750; FY05 - \$76,000; FY06 - \$78,500; FY07 - \$80,750; FY08 - \$83,250. Expenditures will be covered by General Fund.

Director Margolin moved for approval of Resolutions 04-105 and Resolutions 04-107 through 04-122 and it was approved unanimously.