

March 19, 2009

09-060 ACCEPT PROPOSAL AND AWARD CONTRACT FOR
AUDIT SERVICES TO KENNETH KUHN'S AND COMPANY

PREPARED BY: Avelina Gulmatico, Procurement Lead

FINANCIAL
RESPONSIBILITY: Cherie Chevalier, Associate Vice President, Finance

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, District Vice President
Dr. Preston Pulliams, District 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 January 22, 2009, 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 (20) vendors registered and received copies of the RFP, of which three (3) were MWESB firms. On the deadline of February 11, 2009 at 10:00 A.M., the College received three (3) 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:

Proposer's Name

Kenneth Kuhns and Company
Moss Adams
Talbot, Korvola and Warwick

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, 2009 and ending January 31, 2012. The contract will also have an option for annual renewal for an additional two (2) years, through April, 2014 (not to exceed 5 year). The agreed contract amounts are as follows:

Initial contract amount:

Fiscal Year 2009 = 98,750

Fiscal Year 2010 = \$103,685

Fiscal Year 2011 = \$108,865

Extended contract amount:

Fiscal Year 2012 = \$114,300

Fiscal Year 2013 = \$120,000

Funding will be from the General Fund.