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## Agenda Item 8071

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May 16, 2005

**SUBJECT:** Financial Audit Services Contract

### **RECOMMENDATION**

That the Board of Trustees receive the results of the Request for Proposal for financial auditing services. The staff recommends Deloitte & Touche, LLP, based on evaluations of the proposals.

### **RELATED BOARD POLICY OR BOARD PLANNING PRIORITY**

This item is consistent with Policy E-4, Organizational Performance Evaluation/Auditing

### **RATIONALE**

The Texas Higher Education Code (61.065(a)) requires each public community/junior college to be audited by independent Certified Public Accountants in accordance with the approved reporting system developed by the Texas Higher Education Coordinating Board. The independent auditors' engagement is with the Board of Trustees, rather than with the College's administration; consequently, the auditors are selected by the Board.

The audit has been conducted by Garza/Gonzalez & Associates, CPA's, San Antonio, Texas for the last five years. Board Policy E-4 prohibits an audit by the same firm for more than five out of any ten years.

Staff recommends a five year contract in order to benefit from knowledge gained by the auditors during the initial year and to provide sufficient continuity for both the audit firm and the College.

### **BUDGETARY CONSIDERATION**

Audit fees are included in each year's annual budget.

### **RESOURCE PERSONNEL**

Ben Ferrell, Vice President Business Services  
Leslie Sabin, Controller

### **ATTACHMENTS**

Attachment A: Bid Solicitation Summary for Financial Audit Services

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Ben Ferrell". The signature is fluid and cursive, with a large initial "B" and "F".

Ben Ferrell, Vice President Business Services

A handwritten signature in black ink, appearing to read "Stephen B. Kinslow". The signature is cursive and somewhat stylized, with a large initial "S".

Stephen B. Kinslow, Interim President

## **BID SOLICITATION SUMMARY**

### **FINANCIAL AUDIT SERVICES**

#### **Advertising:**

The notice for requests for proposals was advertised in the *Austin American-Statesman*, *The Villager*, *La Prensa*, *Arriba* and posted on the *Texas Society of CPA's* website.

The notice of RFP was mailed to one hundred and sixty (160) firms in the Central Texas area. The link to the RFP document was also posted on the ACC Purchasing website.

#### **Bids Received:**

There were bid proposals submitted from ten (10) firms. Of these ten firms, four (4) are HUB/MWBE companies listed on the Centralized Master Bidders List (CMBL) of the State of Texas.

#### **Firms Selected:**

The evaluation committee recommends that the contract for services be awarded to Deloitte and Touche LLP.

#### **Evaluation Committee Members:**

Terry Bazan, Director of Student Assistance  
Michael Midgley, AVP Workforce Education  
Imad Mouchayleh, Internal Auditor  
James "Jerry" North, Director of Asset Management  
Leslie Sabin, Controller  
Neil Vickers, Director of Budget and Finance  
Facilitator: Rodney Wheeler, Contract Administration Coordinator



## Financial Audit Services Bid Evaluation Summary

5/9/2005

Firm Name	T. Bazan	M. Midgley	I. Mouchayleh	J. North	L. Sabin	N. Vickers	Totals	Possible	% Total
Deloitte - Touche LLP	99	86	87	95	94	95	556	600	92.7
Clifton Gunderson LLP	85	88	75	90	92	80	510	600	85.0
Weaver & Tidwell LLP	75	82	65	90	91	85	488	600	81.3
R. Mendoza & Co. PC	73	72	36	95	75	75	426	600	71.0
McConnell & Jones LLP	55	80	41	60	72	85	393	600	65.5
Martinez, Rosario & Co. LLP	65	82	36	60	65	65	373	600	62.2
Maxwell, Locke & Ritter LLP	52	72	58	55	65	65	367	600	61.2
Padgett, Stratemann & Co. LLP	59	63	46	55	68	65	356	600	59.3
* Garza/Gonzales & Assoc.	66	81	0	80	62	0	289	600	48.2
Freemon, Shapard & Story	27	59	41	40	43	55	265	600	44.2
<b>Total By Evaluator:</b>	<b>656</b>	<b>765</b>	<b>485</b>	<b>720</b>	<b>727</b>	<b>670</b>	<b>4023</b>	<b>6000</b>	<b>67.1</b>
<b>Average :</b>	<b>65.6</b>	<b>76.5</b>	<b>48.5</b>	<b>72.0</b>	<b>72.7</b>	<b>67.0</b>	<b>402</b>	<b>600</b>	<b>67.1</b>

\*This is the previously contracted firm for audit services. According to the Board policy E-4, the same firm cannot be chosen for more than 5 of ten years.

# Evaluators 6  
 Points Per Evaluation Form 100  
 Points Possible 600

**Firm Name:**

**Evaluation Form for RFP #964-050017RW, Financial Audit Services**

Questions in each section serve as guides only for evaluation.

**Section I: Responsiveness to the RFP (25 Points Total)**

(Scale: 0-7 Minimally addressed; 8-16 Meets requirements; 17-25 Exceeds requirements)

How well did the proposal communicate understanding of the needs and services required?

**Section II: Professional Experience and Qualifications of Firm/Individuals (40 Points Total)**

(Scale: 0-13 Minimally addressed; 14-27 Meets requirements; 28-40 Exceeds requirements)

A. Did the firm provide evidence of independent standards?

B. Were the qualifications and experience for each professional provided?

C. Did the firm provide a description of how professional services are to be provided?

D. Were the qualifications and experience of key personnel sufficient to meet the needs of this RFP?

**Section III: Experience and Ability of the Firm to Provide Customer Service (35 Points Total)**

(Scale: 0-11 Minimally addressed; 12- 23 Meets requirements; 24-35 Exceeds requirements)

A. Does the firm have the ability to provide the full range of services needed for the entire term of the contract?

B. Does the firm indicate a sufficient level of experience in providing services; especially to the public Sector?

C. Does the firm have a strategy for providing a high level of customer service?

Comments:

**Evaluation Form Total Points (Max. 100 points)**

Firm Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Evaluator Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_