

**TOWN OF FAIRFAX  
STAFF REPORT**

**To: Mayor, Members of the Town Council**

**From: Michael Rock, Town Manager  
Laurie Ireland-Ashley, Finance Director**

**Date: December 2, 2009**

**Subject: Authorization to issue a Request for Proposals for Audit Services for the Fiscal Years 2008/2009, 2009/2010, and 2010/2011**

**RECOMMENDATION**

Authorize the release of an RFP for Audit Services for fiscal years 2008/09, 2009/10, and 2010/11.

**DISCUSSION**

In 2005, the Council entered into a multi-year contract for auditing services with Caporicci & Larson, Certified Public Accountants. The contract has expired, and as such staff is recommending issuing a formal request for proposals (RFP) so the Town can be assured of receiving quality professional services at the best price.

Key elements of the scope of work and selection process include:

**Scope of services:**

1. Audit of the basic Town financial statements.
2. Provide assistance with all applicable schedules and GASB pronouncements
3. Single Audit Act financial and compliance reports
4. Test compliance with Prop 111, Article XIII.B – Gann limit

**Contract term:** The RFP provides for a three year term with two options to extend the term for an additional year each.

**Review process:** The proposals will be received by the Finance Department and reviewed and rated by the Finance Committee.

**Schedule:**

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|--|-----------|
| • Issue RFP                            | 12/3/09   |
| • Technical and Cost proposal Due Date | 1/22/10   |
| • Review by Finance Committee          | Jan, 2010 |
| • Recommend contract award to Council  | 1/13/10   |

**Fiscal Impact**

The current year audit costs were approximately \$25,000. It is expected that costs for audit services for 2008-2009 will be similar to these amounts.