

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY



Jeffrey A. Smith, Finance Director
DRAFTED BY

September 30, 2010
DATE DRAFTED

Awarding Contract for Financial Audit of County Books for Calendar Years 2010 – 2012 (With Options for 2013 – 2015)

- 1 **WHEREAS**, Purchasing advertised and solicited bids for audit of the County books for Calendar
- 2 Years 2010 – 2012 (with options for 2013 – 2015); and,
- 3
- 4 **WHEREAS**, Chair of the Finance Committee, the Finance Director, Assistant to the Finance
- 5 Director, Internal Auditor and Health Care Center Controller independently analyzed the five audit
- 6 proposals and jointly recommend Baker Tilly Virchow Krause, LLP be awarded the audit contract;
- 7 and,
- 8
- 9 **WHEREAS**, the United States General Accounting Office recommends using multi-year
- 10 agreements due to the potential long-term cost savings and benefits.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 13 assembled this 14th day of October, 2010 that Baker Tilly Virchow Krause, LLP,
- 14 Madison, WI be awarded the audit contract for calendar years 2010 – 2012 (with options for 2013 –
- 15 2015).
- 16
- 17 **BE IT FURTHER RESOLVED**, that the County Board Chair and County Clerk be authorized
- 18 and directed to execute the audit contract; and,
- 19
- 20 **BE IT FINALLY RESOLVED**, that the Finance Committee is delegated the authority to exercise
- 21 the options for calendar years 2013 – 2015.

10-10A-162

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice-Chair

Mary Beaver
Mary Beaver

David Diestler
David Diestler

J. Russell Podzilni
J. Russell Podzilni

PURCHASING PROCEDURAL ENDORSEMENT

Phillip Owens
Phillip Owens, Chair

5-0 10/5/10
Vote Date

**Awarding Contract for Audit of County Books for Calendar Years 2010 – 2012
(With Options for 2013 – 2015)**

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FISCAL NOTE:

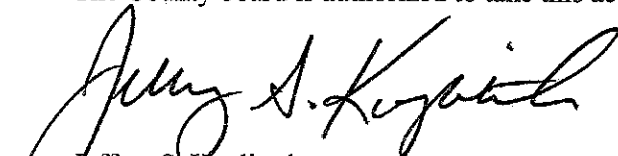
Sufficient funds are included in the 2011 Recommended Budget for the 2010 audit. Funds will be included in subsequent budget years for the duration of contract.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County board is authorized to take this action pursuant to secs. 59.01(1) and 66.0605, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The current contract with Baker Tilly Virchow Krause, LLP expired with the completion of the 2009 certified audit in July 2010. Purchasing advertised the request for proposals for audit services for fiscal years 2010-2012 [with options for 2013-2015]. Five certified audit firms attended the mandatory pre-proposal conference on August 10, 2010 and all five firms submitted an audit services proposal by the due date of September 10, 2010.

The Chair of the Finance Committee, the Finance Director, Assistant to the Finance Director, Rock Haven Controller and Internal Auditor independently evaluated the five proposals using a standardized evaluation form. The evaluation form rated each firm's expertise, experience, audit approach and fees. As shown in the attached analysis, Baker Tilly Virchow Krause, LLP received the highest rating.

It is recommended that Baker Tilly Virchow Krause, LLP be awarded the contract to audit the county's financial records for calendar years 2010-2012 [with options for 2013-2015].

[Executive Summary-2010-2012 Audit Contract]

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER 2011-02
PROJECT NAME AUDIT SERVICES
DUE DATE SEPTEMBER 10, 2010 – 12:00 NOON
DEPARTMENT FINANCE DIRECTOR

	BAKER TILLEY VIRCHOW KRAUSE MADISON WI	SCHENCK MILWAUKEE WI	CLIFTON GUNDERSON MILWAUKEE WI	SIKICH ROCKFORD IL	SVA BROOKFIELD WI
RATER 1	100	97	95	92	58
RATER 2	100	99	99	94	80
RATER 3	100	96	80	83	38
RATER 4	86	83	64	60	36
RATER 5	100	78	94	81	58
TOTAL SCORE	486	453	432	410	270
AVERAGE SCORE	97	91	86	82	54
RANKING	1	2	3	4	5

Request for Proposal was advertised in the Janesville Gazette and on the Internet. Two additional firms were solicited that did not respond. Four firms submitted "No Proposals".

Proposals were evaluated on the following criteria:

- Technical Qualifications – Maximum 45 points
- Specific Audit Approach – Maximum 30 points
- Price – Maximum 25 points

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Baker Tilly Virchow Krause, LLP

SIGNATURE *Jeffrey A. Smith* DATE 09/30/10

GOVERNING COMMITTEE APPROVAL: *Donna Kautern* CHAIR VOTE 5-0 DATE 10-7-10

PURCHASING PROCEDURAL ENDORSEMENT:
[Signature] CHAIR VOTE 5-0 DATE 10-5-10