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Sussex County
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MEMORANDUM:

TO: Sussex County Council
The Honorable Michael H. Vincent, President
The Honorable John L. Rieley, Vice President
The Honorable Cynthia C. Green
The Honorable Douglas B. Hudson
The Honorable Mark G. Schaeffer

FROM: Gina A. Jennings
Finance Director/Chief Operating Officer

RE: **Audit RFP Award**

DATE: June 2, 2023

A Request for Proposal (RFP) was done recently for audit services. We received three proposals: BDO USA, LLP; CliftonLarsonAllen LLP; UHY, LLC. A summary of the bid evaluations is attached. The bids were graded on experience and reputation, quality of audit firm, capacity to perform, credentials and experience, and price.

Based upon an evaluation completed by me, the Deputy Finance Director, and the Manager of Accounting, it is recommended that Sussex County select BDO USA, LLP to perform audit services for the next three fiscal years with the option to extend the contract for another three one-year periods, by mutual agreement. The cost of auditing services includes performing the County's annual audit, the federal awards audit, 11 library compilation/reviews, agreed-upon procedures for fire companies, and routine technical research and advice. Specific reasons why the committee is recommending BDO are: the familiarity with Sussex County and the Munis ERP financial system, the firm's substantial experience with being an advisor to over 4,000 public sector clients, the number of hours they are dedicating to perform the County's audit to meet critical deadlines, their knowledge of the recent GASB regulations, and their capacity to perform based on the quality and number of staff being assigned to our audit.

Please let me know if you have any questions.

Attachment



Sussex County

PROFESSIONAL SERVICES BID TABULATION SHEET

Project: Audit Services

Possible Award Date: June 6, 2023

Recommended Awarded Entity: BDO USA, LLP

Auditor	Score out of 5
BDO USA LLP	3.87
CliftonLarsonAllen LLP	3.40
UHY LLP	2.60