

**SUBMITTED BY:** Alejandro Martinez, Finance Director/City Treasurer

**MANAGEMENT TEAM REVIEW:** Ana Urquijo, City Manager

**FOCUS AREA:** Other / NA

**ORGANIZATIONAL IMPROVEMENTS:** Compliance

**SUBJECT:** **REQUEST for PROPOSALS for EXTERNAL AUDITING SERVICES BID AWARD.**

**EXECUTIVE SUMMARY:**

The City of Douglas recently issued a Request for Proposals (RFP) for External Auditing Services. An external sales tax auditor performs independent, third-party audits of local businesses on behalf of the city to verify that the correct amount of sales tax is being collected and remitted as required by city ordinance. This includes reviewing sales records, examining exemptions claimed, identifying under-reported or uncollected taxes, and ensuring overall compliance with local tax regulations. These audits help protect the city's primary revenue source, promote a level playing field for compliant businesses, and recover any revenue that may otherwise be lost.

Two qualified proposals were received: one from Aldridge Consulting LLC and one from our current provider, Howard Auditing Group LLC. An internal evaluation committee of three staff members reviewed and scored the bids based on the criteria established in the RFP. The committee determined that Aldridge Consulting LLC submitted the strongest overall proposal.

Staff recommends approval of the contract award to Aldridge Consulting LLC. Consistent with past practice, the contract will be awarded for an initial one-year term and will automatically renew for successive one-year periods unless terminated by either party.

**DISCUSSION:**

Staff recommend approval.

**FISCAL IMPACT:**

\$36,000 per year from General Fund.

**Fiscal Year:** 2026

**Budgeted:** YES

**“...I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE BID AWARD TO ALDRIDGE CONSULTING LLC FOR EXTERNAL AUDITING SERVICES.”**