

Karl S. Sporleder, Chairman  
 Mitchell Wardell, Commissioner  
 James L. Chamberlain, Commissioner



**HUERFANO COUNTY GOVERNMENT  
 PROCUREMENT MEMORANDUM**

**Date:** March 25, 2025  
**To:** Huerfano County Board of County Commissioners  
**From:** Carl Young, County Administrator  
**Re:** Huerfano County Solicitation #2025-02: Accounting Services  
**Attachments:** RFP, Redlands Accounting and Advisory Proposal, Letter of Engagement

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**Summary:** On January 27, 2025 the County released RFP 2025-02 seeking proposals from qualified firms of certified public accountants to provide general accounting services including, but not limited to, general ledger maintenance, month-end closing, and updates to internal controls. Proposals were due on February 21, 2025 and we received 6 submissions. A committee consisting of members County staff and officials reviewed the proposals and has decided to recommend Redlands Accounting and Advisory for award.

**Requested Motion/Action:**

Motion to approve the award for Accounting Services RFP #2025-02 to Redlands Accounting and Advisory, LLC.

**Background:** On January 27<sup>th</sup> Huerfano County released RFP 2025-02 seeking proposals from qualified firms to provide marketing and public relations services. The following criteria were used for ranking of most qualified respondent:

|          | <b>Criteria</b>                                                                         | <b>Points</b>     |
|----------|-----------------------------------------------------------------------------------------|-------------------|
| <b>1</b> | Experience and Reputation                                                               | 20 Points         |
| <b>2</b> | Personnel and Qualifications                                                            | 20 Points         |
| <b>3</b> | Understanding and Approach                                                              | 30 Points         |
| <b>4</b> | Cost Proposal                                                                           | 20 Points         |
| <b>5</b> | Overall Evaluation of Capabilities and Ability to Provide Required Services (Interview) | 10 Points         |
|          | <b>Total</b>                                                                            | <b>100 Points</b> |

The Solicitation closed on February 21<sup>st</sup> with 6 responses received. Interviews with 2 firms that scored the highest in committee reviews were held on March 12, 2025. The total scores for each submission were as follows:

| <b>Respondent</b>                | <b>Score</b> |
|----------------------------------|--------------|
| Redlands Accounting and Advisory | 85           |
| Plante Moran                     | 82           |
| Eide Bailly                      | 61           |
| Maher Duessel                    | 56           |
| Forvis Mazars                    | 55           |

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In keeping with the scores, the Committee recommends Redlands Accounting and Advisory, LLC for award.

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Signature of the Chair

Approved

Approved with Changes

Denied