

John Galusha, Chairman
 Arica Andreatta, Commissioner
 Karl Sporleder, Commissioner



**HUERFANO COUNTY GOVERNMENT
 PROCUREMENT MEMORANDUM**

Date: February 21, 2023
To: Huerfano County Board of County Commissioners
From: Carl Young, County Administrator
Re: Huerfano County Solicitation #2023-01: Accounting Services
Attachments: RFP, DMC Proposal

Summary: On January 3rd Huerfano County released RFP 2023-01 to find an accounting firm to provide general accounting services including, but not limited to, general ledger maintenance, month-end closing, audit preparation, and updates to internal controls. The Committee was comprised of County Staff and Officials working with the County’s finances. I request you approve the award as recommended to DMC Auditing and Consulting Services.

Requested Motion/Action:

Motion to approve the award for the Accounting Services RFP 2023-01 to DMC Auditing and Consulting Services.

Background: On January 3, 2023 Huerfano County released RFP 2023-01 to find an accounting firm to provide general accounting services including, but not limited to, general ledger maintenance, month-end closing, audit preparation, and updates to internal controls. The following criteria were used for ranking of most qualified respondent:

#	Criteria	Points
1	Qualifications and prior experience in performing similar work.	30 Points
2	Familiarity with financial considerations for County Governments	30 Points
3	Approach and process to be used in performance of work	20 Points
4	Quality of references and results of reference checks.	20 Points
Total		100 Points

The Solicitation closed on January 31st and having received two submissions, the Committee decided to interview both respondents. Interviews were held on February 10, 2023. Reference checks were conducted after the interviews. The scores for each submission were as follows:

#	Criteria	Maximum Points	Plante Moran	DMC
1	Qualifications	30 Points	29	30
2	Familiarity	30 Points	29	30
3	Approach	20 Points	17	17
4	Quality of references	20 Points	18	18
Total		100 Points	93	95

In keeping with the scores the Committee recommends the selection of DMC auditing and consulting.

Signature of the Chair

Approved

Approved with Changes

Denied