



450 S. Parish Avenue
Johnstown, CO 80534
970.578.4664
JohnstownCO.gov

TOWN COUNCIL AGENDA COMMUNICATIONS

AGENDA DATE: October 21, 2024

SUBJECT: RFP Award for Professional Auditing Services

ACTION PROPOSED: Consider Awarding the Professional Auditing Services to Hinkle & Company, P.C.

ATTACHMENTS:

1. RFP for Professional Auditing Services
2. Hinkle & Company Proposal

PRESENTED BY: Mitzi McCoy, Deputy Town Manager

AGENDA ITEM DESCRIPTION:

Enclosed for your review and consideration is a request to award the professional auditing services to Hinkle & Company, P.C.

The Town recently issued an RFP seeking proposals from qualified certified public accounting firms to provide financial audit services for the year ending December 31, 2024, with the option, on mutual agreement of auditing its financial statements for each of the four (4) subsequent fiscal years. Renewals will be automatic unless either party terminates the agreement prior to October 1st of each subsequent fiscal year by giving the other party written notice.

The Town received four proposals on the project as summarized below:

Ranking	Consultant	Bid Price	Single Audit
1	Hinkle & Company, PC	\$28,500	\$4,000
2	Haynie & Company	\$31,500	\$8,000
3	The Adams Group, LLC	\$25,250	\$4,500
4	Cutler & Associates	\$11,500	-

Town Staff and Town Council reviewed the four bids using the criteria outlined in the RFP. The criteria included the following:

The Community that Cares

1. Scope of Proposal
2. Firm Capability and Reputation
3. Cost
4. Schedule

Independent scoring and evaluation by both Council and Staff favored a selection of Hinkle & Company for an award based on aggregate totals. After this review and evaluation, staff recommends awarding the bid to Hinkle & Company, based on their approach and extensive experience. The cost for the audit in 2024 is expected to be \$28,500.

STRATEGIC PLAN ALIGNMENT:

Organizational Excellence & Public Trust

- *Strengthen public trust and confidence*
- *Engage, inform and involve the community*

LEGAL ADVICE:

The Town Attorney has reviewed and accepted the language in the Town's Professional Services Agreement to be utilized for contract execution.

FINANCIAL ADVICE:

NA

RECOMMENDED ACTION: Staff recommends awarding the Professional Auditing Services to Hinkle & Company, PC.

SUGGESTED MOTIONS:

For Approval: I move to approve awarding the Professional Auditing Services to Hinkle & Company, PC beginning with the 2024 audit year.

For Denial: I move to deny awarding the Professional Auditing Services to Hinkle & Company.

Reviewed and Approved for Presentation,



Town Manager