



DATE: August 1, 2024

TO: Assembly Finance Committee

FROM: Angie Flick, Finance Director

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SUBJECT: Audit Services Request for Proposal (RFP)

The purpose of this memo is to provide an update on the process for soliciting and procuring auditing services for the City and Borough of Juneau (CBJ) comprehensively (including the integration of Bartlett Regional Hospital (BRH) and Juneau School District (JSD) financial information) for Fiscal Years 2025-2029, with option of extension for FY 2030-2031.

The RFP is being structured to request services that include:

- City and Borough of Juneau – an umbrella including BRH and JSD
 - Audit of comprehensive financial statements
 - Preparation of Federal Single Audit Report
 - Preparation of State Single Audit Report
 - Passenger Facility Charges Report
- Juneau School District – component unit of CBJ
 - Preparation of financial statements
 - Preparation of DEED Tuition Rate Reports
 - Preparation of Computation of Operating Fund Compliance reporting
- Bartlett Regional Hospital – department of CBJ
 - Preparation of financial statements

Additionally, the RFP is structured so that an auditing firm may bid on all three entities or one or more entities individually. Functionally, that could look like our current arrangement where one firm is providing all services. It could also look like Firm A is doing the comprehensive CBJ work, Firm B is doing JSD work and Firm C is doing BRH work. Or we could end up with a firm providing work for two pieces (such as CBJ and JSD) and another firm doing the remaining work.

It is recommended that the evaluation committee for this RFP be composed of five individuals: the Finance Committee Chairs for CBJ and JSD, and the three Finance Directors (CBJ, JSD and BRH). Because the firms preparing responses to this RFP will also be engaged in their regular business of financial statement preparation and auditing; we would like to begin the solicitation at the beginning of October and allow firms to respond through mid-January. The evaluation committee would conclude its work by the beginning of February with an intention to award by the beginning of March. This should allow ample time for the successful firm(s) to begin their engagements and audit testing in order to accomplish timely work.

A draft copy of the RFP has been included in the packet. I would like to thank Mr. Wanner (BRH CFO) and Ms. Pierce (JSD CFO) for their collaboration on the RFP including the scope, qualifications, evaluations categories and weightings. They have also briefed and provided feedback from their respective Board's President and Finance Chairs.

This agenda item does not require formal action from the AFC.