

Montgomery City Council
AGENDA REPORT

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| Meeting Date: November 9, 2021 | Budgeted Amount: \$25,000 (FY 2021-22) |
| Department: Administration | Prepared By: Richard Tramm |

Subject

Consideration and possible acceptance of a Proposal for Audit Services.

Recommendation

Consider acceptance of a proposal for a four-year engagement for audit services starting with fiscal year 2021-22 through fiscal year 2024-25.

Discussion

At the August 24, 2021 City Council Meeting, City Council directed the City Administrator to begin a Request for Proposals for Auditing Services. City staff published an RFP for audit services on September 22, 2021 that was advertised on the City’s website and in the Conroe Courier. In addition, several firms were contacted directly by City staff to inform them of the RFP for their consideration. Proposals were due to the City Secretary by 3:00 PM, October 28, 2021.

One proposal was properly submitted by the firm Belt Harris Pechacek LLLP, which has been provided to City Council ahead of tonight’s meeting for review. In addition, City staff advised them they could send a representative to the City Council Meeting to introduce themselves and make a short presentation about their firm. Due to scheduling conflicts, they may not be able to appear at this meeting. The City did receive a second submission for the RFP that could not be considered as it arrived after the legal submission deadline.

The original intent was to present the top three recommendations of City staff to the Council for a final selection. As there was only one proposal that was properly submitted for this RFP, only one proposal can be presented to City Council. City staff has reviewed the proposal from Belt Harris Pechacek and finds it both acceptable for approval by City Council and to be within the amount budgeted for the current fiscal year budget.

Approved By

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| City Administrator | Richard Tramm | Date: November 3, 2021 |