

## Town of North Topsail Beach

### Evaluation of Responses to RFP

For Audit Services for FY2025, FY2026, & FY2027

Listed in order of results of evaluation:		Audit Hours
AAPG	90 Pts	137
SPD&A	85 Pts	141 ** 60 hrs. on report writing = 81 audit hours
Sharp-Patel	82 Pts	158 ** 60 hrs. on report writing = 98 audit hours
CRI Advisors	70 Pts	70 *** 8 hours clerical = 62 audit hours

AAPG & SPD&A were very close in overall points.

The most distinguishing factors that brought this down to the ranking were these:

Who had the most experience with Single Audits,  
The number of hours being dedicated to the audit.

While all responders had experience auditing local governments/towns and performing "some" Single Audits, none had the experience auditing the towns w/ complexities, especially in the Single Audit arena, as AAPG.

Given the issues missed in the FY2023 audit, experience with Towns with more complexities, like NTB, was a factor in the rating.

\*\* Because the fee quoted in the RFP includes the hours to **write the financial statement report** that will be published, it leaves the question of how many hours will be spent on actual auditing. Base hours to write the financial statements, all the accompanying notes, ensuring that all related documents tie AND an adequate review is done is approximately 60-80 hours when done by someone with the proficiencies to do so. By not quoting the hours and fees separately it made it difficult to determine the number of proposed audit hours.

<b>AAPG PRICE</b>	<b>FY2025</b>	<b>Hours</b>	<b>FY2026</b>	<b>Hours</b>	<b>FY2027</b>	<b>Hours</b>
Audit Proposed Cost	20,000	137	21,000	137	22,050	137
Single Audit by Program	5,000	TBD	5,000	TBD	5,000	TBD
Writing Financial Stmts	6,000	N/A	6,000	N/A	6,000	N/A

SPD&A PRICE	FY2025	Hours	FY2026	Hours	FY2027	Hours
Audit Proposed Cost	23,000	141 **	24,250	141 **	25,500	141 **
*Single Audit	3,750	TBD	4,000	TBD	4,250	TBD
Writing Financial Stmts	<b>**The cost of writing financial statements is included in fee above.</b> <b>Base hours for writing financials statements is approximately 60-80 hours, which reduces the number of audit hours in this case down to only 80 max.</b>					
* Based on the verbiage in the response, this is the additional cost for the Single Audit no matter how many programs.						
Partner's rate is only \$210/hour						

SHARP-PATEL PRICE	FY2025	Hours	FY2026	Hours	FY2027	Hours
Audit Proposed Cost	22,869	158 **	25,358	158 **	26,118	158 **
Single Audit fee per program	1750-F/1250-S	TBD	1750-F/1250-S	TBD	1750-F/1250-S	TBD
Writing Financial Stmts	**The cost of writing financial statements is included in fee above. Base hours for writing financials statements is approximately 60-80 hours, which reduces the number of audit hours in this case down to 98 max.					
* Based on the verbiage in the response, this is the additional cost for the Single Audit no matter how many programs.						

CRI ADVISORS PRICE	FY2025	Hours	FY2026	Hours	FY2027	Hours
Audit Proposed Cost	17,650	70	18,800	70	19,950	70
Single Audit fee per program	2,500	TBD	2,500	TBD	2,500	TBD
Writing Financial Stmts	Did not address in response to RFP					
CONCERN: Is 62 hours enough to audit this unit. Note 8 of the 70 hours are clerical, not audit.						

## Town of North Topsail Beach RFP for Audit Services

### Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

#### Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina. ☒
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach. ☒
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal. ☒
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work. ☐

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE	
<b>EXPERTISE AND EXPERIENCE</b>			
The firm's past experience and performance on comparable government engagements.	15	15	1.
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	15	2.
The firm's past experience with similar federal and state financial assistance programs.	10	10	3.
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0	4.
<b>Audit Approach</b>			
Adequacy of proposed staffing plan for various segments of the engagement.	15	15	5.
Adequacy of sampling techniques.	10	10	6.
Adequacy of analytical procedures.	10	10	7.
Adequacy of audit plan for electronic data processing function.	15	15	8.
<b>Total Score</b>		<b>90</b>	

Name of Firm AAPG

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

- 1 While the firm is new the Team's combined experience shows audits of a total of :  
26 Cities - Large and Small - Grants included  
12 counties - Large and Small - Grants included
2. **April Adams** - listed experience shows audits of 10 cities-Large/Complex & Smaller/Simpler & 6 Counties  
**Victoria Barnett** - listed experience shows audits of 13 cities-Large/Complex & Small/Simpler & 4 Counties  
**Shannon Carlton** - listed audit experience shows 3 cities-Large & 2 large counties
3. Response mentions experience in this arena, also given the list of clients, many of them received federal & state grant moneys and a Single Audit would have been required.
4. Not addressed

## Town of North Topsail Beach RFP for Audit Services

### Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

#### Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina. ☒
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach. ☒
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal. ☒
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work. ☒

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE	
<b>EXPERTISE AND EXPERIENCE</b>			
The firm's past experience and performance on comparable government engagements.	15	15	1.
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	15	2.
The firm's past experience with similar federal and state financial assistance programs.	10	5	3.
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0	4.
<b>Audit Approach</b>			
Adequacy of proposed staffing plan for various segments of the engagement.	15	15	
Adequacy of sampling techniques.	10	10	
Adequacy of analytical procedures.	10	10	
Adequacy of audit plan for electronic data processing function.	15	15	
Total Score		85	

Name of Firm SPD&A

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

1. Response shows having audited 50 small towns.  
The response mentions "Topsail Beach" but not N Topsail.  
This list also includes Surf City -
2. **Lee Grissom-Partner** - audit experience includes 33 small towns and 1 larger town, Elizabeth City & Topsail Beach.  
**Meredith Singletary - Senior Auditor**-audited experience includes 27 small towns and 1 larger town, Elizabeth City.  
**Matt McLean - Partner** - audit experience includes 16 small towns .
3. Appears, given client list, little to none, other than Topsail Beach and Surf city. No counties on their list of auditees
4. Not addressed

Town of North Topsail Beach RFP for Audit Services

Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina.

✓
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach.

✓
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

✓
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work.

✓

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE
EXPERTISE AND EXPERIENCE		
The firm's past experience and performance on comparable government engagements.	15	10
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	12
The firm's past experience with similar federal and state financial assistance programs.	10	10
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0
Audit Approach		
Adequacy of proposed staffing plan for various segments of the engagement.	15	15
Adequacy of sampling techniques.	10	10
Adequacy of analytical procedures.	10	10
Adequacy of audit plan for electronic data processing function.	15	15

1.
2.
3.
4.

Total Score82

Name of Firm

Sharp-Patel

Evaluator's Signature

Date

- 1 Response shows having audited 10 small towns.  
Several of the Towns/Cities had to have a Single, which may have been ARPA money.  
I checked the audit reports - very few Single Audits over past 2 years.
2. **Jay Sharpe** - 25 years experience auditing Towns & Cities.  
**Jacob Allen-Partner** - per response, 10 years experience - auditing Towns.  
**Leizzl Baker - Manager** - doesn't state her years of experience auditing cities/towns/counties  
**Jacot Tripp - Manager** - doesn't state his years of experience auditing cities/towns/counties
3. Doesn't appear there is a lot of experience with Single Audits in small Town.  
I checked some of the units on the list of engagements and several that were listed as having had a single audit, had not within the last couple of years.
4. Not addressed

## Town of North Topsail Beach RFP for Audit Services

### Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process:

#### Mandatory Elements

- a. The audit firm is independent and licensed to practice in North Carolina. ☒
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the Town of North Topsail Beach. ☒
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal. ☒
- d. The firm submits a copy of its last external peer review report and the firm has a record of quality audit work. ☒

EVALUATION CRITERIA	VALUE	ASSIGNED VALUE	
<b>EXPERTISE AND EXPERIENCE</b>			
The firm's past experience and performance on comparable government engagements.	15	10	1.
The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.	15	10	2.
The firm's past experience with similar federal and state financial assistance programs.	10	10	3.
The quality of the firm's professional personnel to be assigned to review the electronic data processing systems.	10	0	4.
<b>Audit Approach</b>			
Adequacy of proposed staffing plan for various segments of the engagement.	15	10	
Adequacy of sampling techniques.	10	5	
Adequacy of analytical procedures.	10	10	
Adequacy of audit plan for electronic data processing function.	15	15	
Total Score		70	

Name of Firm CRI Advisors

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

1. CRI has performed audits on 3 counties and a Town. Counties always have federal and State grants so the Firm has experience with auditing and reporting on grants. This point is important as N Topsail Beach will need a Single Audit. All Governmental Units have to have a financial statement audit and the Firm would have
2. **Madonna Stafford - Partner** - while the Response says she has a lot of governmental experience looks like only 4 units current.  
**CPE** - No indication that any CPE taken in the last 2 years is relevant to Governmental Financial Statement or State & Federal Grant Audits  
**Michael Jordan - Partner** - Experience shows 2 Towns/2 counties - only the 2 counties appear to be current. More experience seems to be on sanitary districts.  
**CPE** - No indication that any CPE taken in the last 2 years is relevant to Governmental Financial Statement or State & Federal Grant Audits  
**Reid Parker - Manager** - Worked on 3 counties/6 small towns - only 4 still current  
**CPE** - No indication that any CPE taken in the last 2 years is relevant to Governmental Financial Statement or
3. Not Directly addressed in their response; however, counties will have received FEMA & DEQ monies
4. No indication that anyone has the experience to review the electronic data processing systems.