

STAFF REPORT

SUBJECT: Contract Award for LAVTA Financial Auditing Services

FROM: Tamara Edwards, Director of Finance

DATE: March 4, 2024

Action Requested

Approve Resolution 06-2024, authorizing the Executive Director to enter into an agreement with Maze and Associates for the provision of financial auditing services for a three-year base term in a form approved by legal counsel

Background

LAVTA's Procurement Policy mandates the Authority follow a competitive procurement process for award of major contracts. On December 21, 2023, LAVTA released a Request for Proposals (RFP) for Financial Auditing Services #2024-01, for qualified California licensed auditing firms to provide financial auditing services, including the annual comprehensive financial audit, for a three-year period plus four optional one-year extensions. An optional pre-proposal conference was held via Zoom on January 5, 2024 at 10:00 a.m. Written Questions or Requests were due on January 12, 2024 at 2:00 p.m., and the responses to those questions were issued with the First (and only) Addendum on January 19, 2024. The responses to the RFP were due on February 2, 2024 at 2:00 p.m.

Discussion

Two proposals were received in accordance with the requirements established in the RFP: One from Maze and Associates, the second from Brown Armstrong. Proposals were scored by the following criteria:

- Company Qualifications, Experience & References
- Qualifications and Experience of Key Personnel
- Approach to Providing Services, Team Organization and Management Plan
- Reasonableness of Cost

The final scores (out of 100 possible points were as follows):

- Maze and Associates – 96 pts
- Brown Armstrong – 91 pts

All of the proposals were thoroughly reviewed and evaluated using a formal scoring process based on the established and published criteria listed in the RFP, by two members of LAVTA staff, and one staff member from another agency. In addition to the review of the proposals submitted this panel held interviews with each of the responding proposers on January 16, 2024. The conclusion is that the apparent best value for LAVTA is Maze & Associates, located in Pleasant Hill, CA.

Maze and Associates possesses all of the qualifications, including direct transit auditing experience. While the second-rated firm in the competitive range also possessed transit auditing experience, they did not score as high in a number of areas.

Maze and Associates has been LAVTA’s auditors for a number of years. In order to ensure auditor independence Maze replaces the audit manager for LAVTA’s account at least as often as required and brings additional Staff Accountants person to each phase of the audit who has not been involved with LAVTA’s audit previously. The Finance and Administration Committee discussed this at length, supporting the staff’s recommendation but agreeing that it is a best practice to change auditors from time to time.

Next Steps

Once this contract is awarded, LAVTA Executive Director will finalize all details and Maze and Associates will confirm the schedule of dates to conduct the annual comprehensive financial audit and produce the report for FY2024.

Fiscal Impact

Because this procurement is an RFP, LAVTA can make its decision based on which proposal is perceived to provide the best value to the agency; it is not a process that mandates an award to the lowest responsible bidder. This procurement is for three years with four additional one-year options. The bid prices from Maze and Associate are detailed below:

Year 1:	\$32,400
Year 2:	\$33,400
Year 3:	\$34,400
Total for three-year contract:	\$100,200
Option Year 1	\$35,400
Option Year 2:	\$36,400
Option Year 3:	\$37,500
Option Year 4:	\$38,700
Grand Total	\$248,200

Recommendation

The Finance and Administration Committee recommends the Board of Directors approve Resolution 06-2024, authorizing the Executive Director to enter into an agreement with Maze and Associates for the provision of financial auditing services for a three-year base term in a form approved by legal counsel.

Attachment:

1. Resolution 06-2024

RESOLUTION 06-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY
AWARDING LAVTA FINANCIAL AUDITING SERVICES #2024-01 CONTRACT**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) receives funding from sources that require an annual comprehensive financial report, as well as other services; and

WHEREAS, the Authority has conducted a competitive procurement soliciting proposals from Certified Public Accountant firms, properly certified to practice in California to provide financial auditing services including the comprehensive annual financial audit, for a three-year period plus four optional one-year extensions; and

WHEREAS, Maze and Associates submitted a reasonable and responsible proposal in response to the Request for Proposals; and

WHEREAS, the proposal submitted by Maze and Associates was determined through a formal scoring process to be the best value for the Authority, and that Maze and Associates has experience delivering financial auditing services specifically within the Transit Industry; and

WHEREAS, to address potential contingencies that may arise in the completion of the services over the three-year period, the Board wishes to authorize a contingency in the amount of \$10,200 and to authorize the Executive Director to enter into a further amendment to the Agreement to conduct any necessary additional work.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Livermore Amador Valley Transit Authority that the LAVTA Board approves entering into a contract with Maze and Associates for the provision of financial auditing services including the comprehensive annual financial audit, for a three-year period in the amount of \$100,200.00 and authorizes the Executive Director to execute the agreement in a form approved by LAVTA's legal counsel.

BE IT FURTHER RESOLVED that the Board authorizes a contingency in the amount of \$10,200 to be exercised by the Executive Director by means of a further Amendment to the Agreement, which the Executive Director is hereby authorized to execute.

PASSED AND ADOPTED this 4th day of March 2024.

Melissa Hernandez, Chair

Attest:

Christy Wegener, Executive Director