

BOARD OF EDUCATION OF HARFORD COUNTY

INFORMATIONAL REPORT

DECISION ON CONTRACT AWARD FOR INDEPENDENT FINANCIAL AUDIT FIRM

Board Meeting Date:	April 15, 2024
Contract Number and Title:	24-DS-007 – Independent External Auditing Services

Procurement Type:	Request for Proposal (RFP)
# of RFPs Received:	5

Term:	Five (5) Fiscal Years
Renewals:	None

Value of Contract:	Year 1: \$ 57,700 Year 2: \$ 59,450 Year 3: \$ 61,200 Year 4: \$ 63,000 Year 5: \$ 65,000 Total: \$306,350
Funding Source:	Corresponding Fiscal Year’s Operating Budget
Department:	Business Services

Description:

<ul style="list-style-type: none"> • Article 5-109 of the Annotated Code of Maryland requires “each county board” to provide an annual audit of its financial transactions and accounts. • The article stipulates the audit be performed by a certified public accounting firm licensed to practice in the State of Maryland and approved by the State Superintendent. • The auditor presents the Annual Comprehensive Financial Report (ACFR) to the Board in October of each year. • A Request for Proposal was advertised for these services and five (5) firms submitted proposals. • The evaluation committee reviewed and scored all proposals and unanimously agreed that CliftonLarsonAllen LLP would be recommended to the Board for award of the independent audit services contract beginning with the audit for the year ending June 30, 2024, for a total of five fiscal years.

- Award was based on the following matrix:

Evaluation Criteria Matrix	Maximum Possible Points
Technical Proposal:	
Tab 1 – Profile and Submittal Letter	5
Tab 2 – Firm Qualifications and Experience	20
Tab 3 – Staff Qualifications and Experience	20
Tab 4 – Audit Approach and Methodology	15
Tab 5 – Peer Review Report	5
Tab 6 – Litigation History	5
Tab 7 – References	5
Cost Proposal	25
Combined Total	100

Recommended Award To:

CliftonLarsonAllen LLP	Timonium, MD
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