

**MEMORANDUM  
COUNTY OF PLACER  
ADMINISTRATIVE SERVICES DEPARTMENT  
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: David Seward, Purchasing Manager *DS*  
DATE: June 13, 2006  
SUBJECT: Recommendation to Award RFP No. 9575 for County-Wide Audit Services to Gilbert Associates, Inc. in the Maximum Amount of \$127,490.00

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**ACTION REQUESTED**

Award RFP No. 9575 to Gilbert Associates, Inc., CPAs, of Sacramento, CA, authorize staff to negotiate and enter into a contract in an amount not to exceed \$127,490.00; and authorize the Purchasing Manager to sign the resulting contract.

**BACKGROUND**

At the request of the Placer County Auditor-Controller, RFP No. 9575 solicited proposals from qualified firms to perform the annual County-wide audits for the Placer County Auditor-Controller, in accordance with generally accepted auditing standards, as included in the *Statements of Auditing Standards* published by the American Institute of Certified Public Accountants, the *Government Auditing Standards* published by the Comptroller General of the United States, Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Institutions*, California Government Code Section 25250, California Penal Code Section 925, and other applicable laws and regulations as stated in the request for proposal.

Notices were mailed to ten auditing firms and the RFP was advertised on the County website. Four proposals were received by the advertised deadline. A three-member evaluation panel representing County Executive Office, the Auditor/Controller's Office and the Treasurer/Tax Collector's Office reviewed the proposals, and rated each firm on their specialized experience, qualifications, familiarity with associated issues, methodology and proposed project approach. The panel concluded that the proposal submitted by Gilbert Associates was most advantageous, considering the evaluation factors set forth in the Request for Proposals. The initial contract will be for a three-year period, with possible renewals for two additional one-year periods. Your Board's approval for funding will be requested annually.

**FISCAL IMPACT**

Requested funding for the contract's initial one-year period for audit of FY 2006 financial statements totals \$127,490.00. The Auditor/Controller's Office is adequately funded for these ongoing services.

cc: Kathy Martinis, Auditor Controller

