

JERED REID
OSB #112155
jeredwreid@gmail.com



Madras Office
35 SE C Street, Suite D
Madras, Oregon 97741
541.475.1111

LAUREN M. KAUFFMAN
OSB #203293
lkauffmanlaw@gmail.com

Prineville Office
545 NE 7th Street
Prineville, Oregon 97754
541.447.3910

To: Culver City Council
From: Jered Reid
Re: Request for Proposal – Audit Services Fiscal Year 2023-2024
Date: April 15, 2024

Attached please find the Request for Proposal – Audit Services that was advertised by the City of Culver. The sought audit services consist of auditing the City’s financial statements for the next three years beginning with the fiscal year ending June 30, 2024.

There were two responsive proposals, which are both attached.

1. Umpqua Valley Financial
2. Sensiba

Pursuant to the RFP, you can evaluate the proposals both on costs and other factors. The City considers the overall cost and the proposed audit hours. The estimated audit fees from the two proposals are as follows:

Umpqua Valley Financial		Sensiba	
2023-2024	\$24,560.00	2023-2024	\$28,600.00
2024-2025	\$25,500.00	2024-2025	\$30,000.00
2025-2026	\$26,500.00	2025-2026	\$31,600.00

In addition to the costs, the Council should evaluate the proposals on the following additional factors:

- Quality and comprehensiveness of audit approach.
- Experience and knowledge with GASB reporting requirements.
- Qualifications and experience of the firm and the members assigned to the City engagement.
- Ability to provide a comprehensive range of auditing and financial services.
- References and experiences.

Each of the proposals meet all the factors above and currently are engaged with other municipal/public clients. Umpqua Valley Financial listed the following references: League of Oregon Cities, City of Sisters, City of Myrtle Creek, City of Turner, Lake County Education

Services District, and Amity School District No. 4J. Sensiba listed the following references: Jefferson County Education Service School, Madras Aquatic Center, and Culver School District.

The City Council has the following three options:

1. Provide a Notice of Intent to Award one of the two proposals.
2. Appoint a Committee to review the proposals and potentially interview the proposers.
3. Ask for presentations from each proposer and make the section at the May meeting.