

FEATHER RIVER AIR QUALITY MANAGEMENT DISTRICT  
MEMORANDUM  
12/04/2023

TO: FRAQMD BOARD OF DIRECTORS  
FROM: Christopher D. Brown AICP, APCO  
SUBJECT: Approve RFP selection for the Independent Auditor.

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RECOMMENDATION:

Select the Independent Auditor for multiple years as per the recommended suggestion.

ALTERNATIVE:

Do not select the Independent Auditor and instruct the staff to initiate another Request for Proposal process.

BACKGROUND:

On August 21, 2023, the District issued a Request for Proposals (RFP) to eight agencies for the performance of the fiscal year 22/23 audit. The deadline for proposal submissions was September 29, 2023.

Of the eight, the District received a singular proposal from Smith & Newell, located in Yuba City, encompassing audit services for fiscal years 22/23, 23/24, and 24/25. Additionally, Maze & Associates submitted a letter expressing their inability to propose at this time due to workload constraints.

In 2019, the Board selected Smith & Newell from Yuba City to deliver Audit services for fiscal years 18/19 and 19/20. Subsequently, in June 2022, the Board granted approval for Smith & Newell to continue providing audit services for fiscal year 20/21. In April 2023, the Board further approved Smith & Newell for the provision of audit services for fiscal year 21/22.

DISCUSSION:

The initiation of the Request for Proposal (RFP) process was undertaken as a best practice in fiscal governance. It is important to note that this decision was not prompted by any inadequacies identified in the prior work performed by Smith & Newell.

The RFP stated the following Evaluation Criteria:

- 1) Reputation and experience.
- 2) Capability and availability of staff.
- 3) Proximity of Firm; and
- 4) Cost.

The proposal submitted by Smith & Newell is deemed sufficient, demonstrating their expertise in auditing special districts. The document appears robust, showcasing the capability to meet the requirements and ensuring their availability for the task at hand.

Smith & Newell's proposal has been quoted at a comprehensive maximum price of \$9,425 per year, covering the audits for fiscal years 22/23, 23/24, and 24/25.

**FISCAL IMPACT:**

The District has included \$10,000 for the fiscal year 23/24 audit in the Board approved 23/24 budget.