



Memorandum

To: Tualatin Valley Water District Board of Commissioners

From: Paul L. Matthews, Chief Financial Officer

Date: May 21, 2014

Background

The Tualatin Valley Water District issued RFP No. TVWD-031314 on March 28, 2014 for Financial Auditing Services and received four responses. Proposals were reviewed and scored by the following review panel: Commissioner Marilyn McWilliams; Paul Matthews, Chief Financial Officer; Bob Shields, Financial and Accounting Supervisor; Cindy Arp, Accountant; and Wendy Burns, Purchasing Agent. The panel used a point system to evaluate each proposal:

- There were 30 points possible for audit experience of similar-sized local governments with 15 of those points for experience auditing Special Districts with a preference towards water utilities.
- Another 30 points were possible for the qualification of the staff to be assigned to the audit
- Another 30 points were possible for the firm's understanding of work to be performed
- The final 10 points possible were from the Fee Proposal that remained closed until all technical evaluations were complete and points awarded

Only the top three proposals were considered in evaluation the fee proposal

Findings

The proposal evaluation panel scored the responses and invited the three highest rated firms to interview. The three finalists were Moss-Adams, LLP; Merina and Company, LLP; and Grove, Mueller and Swank, CPA's. Interview questions were prepared in advance of the interview and each finalist was asked the same questions, and allowed to make a brief presentation and/or ask questions of the team. The panel independently graded each question. Based on that process, the panel recommended that the Board select Moss-Adams, LLP, as our independent auditor. The panel's recommendation is based on the average scores below:

Interview Evaluation Scores:

Moss-Adams, LLP	30.25
Grove, Mueller and Swank	28.75
Merina and Company, LLP	20.25

Recommendation

Staff recommends the Board of Commissioners direct the Chief Executive Officer to enter into a contract with Moss-Adams, LLP to serve as the District's Independent Auditor consistent with the Article 1.15.100 of the Board Policy as may be amended.