

## MEMO

TO: Jonathan Teichert, City Administrator  
FROM: Mary Nicol, Administrative Services Director  
DATE: July 21, 2021  
RE: Audit Services Request for Proposal

Three proposal packages were received by the deadline of 5:00 p.m. Friday, July 16, 2021. Following review of the proposals would rate them in the following order:

Skogen, Cometto Associates, PC	\$43,500.00 (Single Audit); \$40,000.00
Hinton Burdick CPA's & Advisors	\$42,500.00 (Single Audit, 2 major); \$39,000.00 (Additional remaining 4 years)
Porter, Muirhead, Cornia & Howard	55,500.00 (Single Audit, 1 major); \$47,000 (Additional remaining 4 years)

PROPOSAL FORM

City of Douglas, Wyoming  
 101 N 4<sup>th</sup> Street, P.O. Box 1030  
 Douglas, WY 82633  
 307-358-3462

Proposer: Skogen, Cometto & Associates, P.C.

Entity-wide audit of the City of Douglas for each period  
 ending June 30, 2021, 2022, 2023, 2024 & 2025 \$ 40,000  
 Single Audit of the City of Douglas for each period,  
 when applicable \$ 43,500

Schedule of Professional Fees and Expenses

	Hours	Rate	Extension	Additional Notes
Partners	14	\$200	\$2,800	
Managers	182	\$135	\$24,570	
Supervisory	4	\$175	\$700	
Staff	78	\$115	\$8,970	
Staff	60	\$95	\$5,700	
Other (specify)				
<b>Subtotal</b>				
Out-of-Pocket Expenses				
Meals & Lodging		\$300	\$300	
Transportation		.60	\$276	Based on 276 miles
Other (specify)		\$250	\$250	Technology fees
<b>Total All-Inclusive Maximum Price</b>				

**Project Manager:**

The Project Manager assigned to this audit is:

Name: Cynthia J. Olson  
 Title: Stockholder, Audit Manager  
 Phone: 307-234-5395

**Approximate Number of Hours**

180 Hours Field Work at the Entity  
50 Hours Report Preparation

The undersigned agrees to furnish AUDIT SERVICES to the City of Douglas in accordance with Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet.

Skogen, Cometto & Associates, P.C.  
 Company Name

*Felix J. Skogen, CPA*  
 Authorized Representative



# PROFESSIONAL AUDITING SERVICES PROPOSAL HINTONBURDICK CPAs & ADVISORS

## 9. Appendix A-Proposal Form

APPENDIX A – PAGE 1

### PROPOSAL FORM

City of Douglas, Wyoming  
101 N 4<sup>th</sup> Street, P.O. Box 1030  
Douglas, WY 82633  
307-358-3462

Proposer: HintonBurdick, PLLC

	2021-\$39,000	2024-\$42,600
Entity-wide audit of the City of Douglas for each period ending June 30, 2021, 2022, 2023, 2024 & 2025	2022-\$40,100	2025-\$43,850
Single Audit of the City of Douglas for each period, when applicable	<u>2023-\$41,375</u>	
	\$ 3,500*	

#### Schedule of Professional Fees and Expenses

	Hours	Rate	Extension	Additional Notes
Partners	50	235	\$11,750	
Managers	110	155	17,050	
Supervisory	-			
Staff	75	105	7,875	
Staff				
Other (specify)				
<b>Subtotal</b>			36,675	
Out-of-Pocket Expenses				
Meals & Lodging			1,000	
Transportation			1,500	
Other (specify)			(175)	Professional Discount
<b>Total All-Inclusive Maximum Price</b>			\$39,000	

#### Project Manager:

The Project Manager assigned to this audit is:

Name: Steven Palmer  
Title: Audit Partner  
Phone: 435-628-3663

#### Approximate Number of Hours

150 Hours Field Work at the Entity  
55 Hours Report Preparation  
30 Hours for off-site planning and preparation time

The undersigned agrees to furnish AUDIT SERVICES to the City of Douglas in accordance with Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet.

HintonBurdick, PLLC

Company Name

Authorized Representative

\*Includes two major programs. Additional programs will be billed at a rate of \$1,000 per program Page 4

PROPOSAL FORM

City of Douglas, Wyoming  
 101 N 4<sup>th</sup> Street, P.O. Box 1030  
 Douglas, WY 82633  
 307-358-3462

Proposer: Porter, Muirhead, Cornia & Howard, CPAs (PMCH)

Entity-wide audit of the City of Douglas for each period  
 ending June 30, 2021, 2022, 2023, 2024 & 2025 \$47,000; \$48,400; \$49,800; \$51,300; \$52,900  
 Single Audit of the City of Douglas for each period,  
 when applicable \$8,500 per major program

Schedule of Professional Fees and Expenses

	Hours	Rate	Extension	Additional Notes
Partners	40	285	\$ 11,400	
Managers	85	190	\$ 16,150	
Supervisory	160	150	\$ 24,000	
Staff	315	120	\$ 37,800	
Staff			\$ -	
Other (specify)				
<b>Subtotal</b>			<b>\$ 89,350</b>	
Out-of-Pocket Expenses				
Meals & Lodging			\$ 500	
Transportation			\$ 500	
Other (specify)			\$ (42,350)	(*) and (**)
<b>Total All-Inclusive Maximum Price</b>			<b>\$ 47,000</b>	

**Project Manager:**

The Project Manager assigned to this audit is:

Name: Cindy Kretzer  
 Title: Shareholder  
 Phone: (307) 265-4311

**Approximate Number of Hours**

240 Hours Field Work at the Entity  
40 Hours Report Preparation

The undersigned agrees to furnish AUDIT SERVICES to the City of Douglas in accordance with Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet.

Porter, Muirhead, Cornia & Howard, CPAs Cindy L. Kretzer  
 Company Name Authorized Representative

\* Our maximum price reflects a \$42,350 professional discount.

\*\* We will provide 15 hours of consulting and training each year.