



Finance Department
50 Billerica Road
Chelmsford, MA 01824

John Sousa, Jr.
Finance Director/Treasurer

Darlene R. Lussier
Town Accountant

TO: Select Board

FROM: John Sousa and Darlene Lussier

CC: Paul Cohen, Town Manager

DATE: February 7, 2022

RE: Auditing Services RFP

Procurement Process

A Request for Proposals was issued both by regular mail and email to the following three auditing firms on January 11, 2022 with a response deadline of February 4, 2022:

CLA (Clifton Larson Allen LLP), Lexington, MA
Lynch, Marini, & Associates, Inc., Norwell, MA
Roselli, Clark, & Associates, Woburn, MA

Proposal Received

We received the attached proposal from CLA (Clifton Larson Allen). The other two firms decided against submitting a proposal. CLA's price proposal for auditing FY2022 is \$56,000. This represents an increase of \$9,500 or 20.4% above the \$46,500 fee charged by Powers & Sullivan for the FY21 audit. CLA's proposed price increases by \$3,000 or 5.4% to \$59,000 for FY2023 and increases by \$3,000 or 5.1% to \$62,000 for FY2024.

CLA may have factored additional labor hours into their price proposal that are required to gather multiple years of financial data following the transition to a new audit firm.

At this point, due to the limited pool of qualified municipal audit firms, other available options include:

1. Reissuing the RFP and soliciting a proposal from Melanson Heath. This firm last performed a financial audit of the Town in FY2013.
2. Contacting Powers & Sullivan to request that they assign a completely different manager and team of employees to conduct the FY23 audit.