



Cover Memorandum/Staff Report

File #: 18-0768 CRA

Agenda Date: 4/27/2021

Item #: 7M.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: April 27, 2021

AUDITING AGREEMENT FOR FISCAL YEARS ENDING ON SEPTEMBER 30, 2021 THROUGH SEPTEMBER 30, 2024, WITH THE OPTION TO RENEW

Recommended Action:

Approve the Auditing Agreement with Caler, Donten, Levine, Cohen, Porter & Veil, P.A. (Caler Donten) to provide Financial Audit Services for the fiscal year ending on September 30, 2021, through the fiscal year ending on September 30, 2024, with two (2) options to renew, piggybacking the terms of the CRA's Auditing Agreement with the City of Delray Beach's auditing agreement.

Background:

The CRA's most recent agreement for professional auditing services with Caler Donten covers only the fiscal year that ended on September 30, 2020. This agreement piggybacked the terms of the City of Delray Beach's (City) current auditing agreement.

In preparation of initiating the process to enter into a new agreement for auditing services, CRA Staff explored all options available. Continuing to piggyback the terms of the City's auditing agreement is the option that serves the best interest of the CRA.

The City issued Request for Proposal No. 2019-043 (RFP) to retain the services of a firm to provide professional auditing services. Caler Donten submitted a proposal in response to the RFP, was selected by the City after a competitive procurement process, and successfully entered into an agreement with the City on November 27, 2019.

CRA Staff reviewed the City's RFP and its resulting auditing agreement with Caler Donten and found it acceptable and in line with the professional auditing services required by the CRA. As such, piggybacking the terms of the City's auditing agreement with Caler Donten not only provides the CRA necessary professional auditing services, it also provides the CRA with the most efficient means of obtaining said services.

The initial term of the CRA's Auditing Agreement shall be for four (4) years and shall provide professional auditing services for the fiscal year ending on September 30, 2021, through the fiscal year ending on September 30, 2024. The CRA, at its sole discretion, will have two (2) options to renew for additional two (2) year terms, for an additional (4) years if both options to renew are exercised. If the renewal terms are exercised, the first two (2) year renewal option shall provide professional auditing services for the fiscal year ending on September 30, 2025, through the fiscal

year ending on September 30, 2026; the second two (2) year renewal option shall provide professional auditing services for the fiscal year ending on September 30, 2027, through the fiscal year ending on September 30, 2028.

At this time, CRA Staff is requesting the CRA Board approve the CRA's Auditing Agreement with Caler Donten, with the CRA's Auditing Agreement piggybacking the terms of the City's auditing agreement.

Attachment(s): Exhibit A - Resolution; Exhibit B - Audit Agreement; Exhibit C - Caler Donten Audit Engagement Letter; Exhibit D - City's Auditing Agreement

CRA Attorney Review:

The CRA Attorney has reviewed the Resolution, City's Auditing Agreement, and Caler Donten's Engagement Letter, as to form and determined it to be acceptable.

Funding Source/Financial Impact:

Funds allocated from General Ledger #8401