



## Cover Memorandum/Staff Report

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**File #:** 18-0669 CRA

**Agenda Date:** 9/29/2020

**Item #:** 6L.

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**TO:** CRA Board of Commissioners  
**FROM:** Christine Tibbs, Assistant Director  
**THROUGH:** Renée A. Jadusingh, Esq., Executive Director  
**DATE:** September 29, 2020

### AUDITING AGREEMENT FOR FISCAL YEAR 2019 - 2020

#### **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, 2020, 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 expired on September 30, 2019. In preparation of initiating the process to enter into a new agreement for said services, CRA Staff explored all options available. During that time, the City entered into an agreement with Caler Donten to provide professional auditing services and piggybacking the terms of the City's auditing agreement became an available option.

The City of Delray Beach (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 Term of the CRA's Auditing Agreement shall be for one (1) year and shall be to provide professional auditing services for Fiscal Year 2019 - 2020.

At this time, CRA Staff is requesting the CRA Board approve the CRA's Auditing Agreement with Caler Donten for the fiscal year ending on September 30, 2020, piggybacking the terms of the CRA's Auditing Agreement with the City's auditing agreement.

Attachment(s): Exhibit A - Resolution and Draft Agreement; Exhibit B - Caler Donten Engagement Letter; Exhibit C - 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.