

Purchasing Department

Kathryn Kasper
Purchasing Agent



City Hall
730 Washington Avenue
Racine, Wisconsin 53403
(262) 636-9143
Fax: (262) 619-5550

Honorable Mayor Cory Mason and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

September 19, 2018

Ladies and Gentlemen:

I am requesting permission to appear before the Finance & Personnel Committee to discuss the results of Official Notice #11-2018, Request for Proposal (RFP) – Audit Services for the City of Racine.

The Request for Proposals technique is frequently used by the City when seeking services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We received three proposals from Baker Tilly Virchow Krause LLP, CliftonLarsonAllen LLP and Schenck. The responses were read and evaluated according to the criteria outlined in the RFP by Kathleen Fischer, Assistant Finance Director, Dottie-Kay Bowersox, Health Department Director and Matt Rejc, City Development. I have attached a summary of the evaluation scoring to this communication.

Based on the evaluation discussion and scores, I am requesting to be authorized to negotiate and contract with Baker Tilly Virchow Krause LLP for the provision of audit services for an initial term of three years with an additional option for two years.

Funds for this service are expected to be included in future budgets. The annual cost for this service is approximately \$80,000.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Kathryn Kasper", is written over a horizontal line.

Kathryn Kasper
Purchasing Agent

cc: Kathleen Fischer
Dottie-Kay Bowersox
Matthew Rejc