



City of San Antonio

Agenda Memorandum

File Number:
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Agenda Item Number: 6

Agenda Date: March 22, 2022

In Control: San Antonio Early Childhood Education Municipal Development Corporation Meeting

DEPARTMENT: Pre-K 4 SA

DEPARTMENT HEAD: Dr. Sarah Baray

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Approval of Independent Audit Services Contract for San Antonio Early Childhood Education Municipal Development Corporation

SUMMARY:

This item authorizes approval of a contract with Garza/Gonzalez & Associates to provide independent audit services for San Antonio Early Childhood Education Municipal Development Corporation for fiscal years 2022 through 2024, with two possible one-year extensions for fiscal years 2025 and 2026, for a total contract value not to exceed \$202,075.00.

BACKGROUND INFORMATION:

The San Antonio Early Childhood Education Municipal Development Corporation is required to engage an independent certified public accounting (CPA) firm to conduct an annual audit of financial records and accounts. As a result, various reports and opinions are prepared in order to

communicate the financial position of the Corporation.

Pre-K 4 SA issued a Request for Proposals for “Audit Services” (RFP 21-099, 6100014588) on October 13, 2021, with a submission deadline of December 3, 2021. A total of four proposals were received. Garza/Gonzalez & Associates was selected based on the City’s standard RFP evaluation process.

The evaluation committee consisted of representatives from Pre-K 4 SA and the City’s Department of Finance with the City’s Finance Department, Purchasing Division, facilitating to ensure compliance with City’s procurement policies and procedures. The proposals were evaluated based on the respondent’s experience, background and qualifications, as well as their proposed plan and price schedule.

The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background and qualifications; 30 points allotted for proposed plan; 15 points allotted for price schedule; 10 points were allotted for the City’s Small Business Economic Development Advocacy Program (SBEDA); 10 points allotted for the Local Preference (LPP) Ordinance; and 5 points allotted for the Veteran-Owned Small Business (VOSB) Preference Program.

The evaluation committee met on February 10, 2022 to evaluate the four proposal responses received. After committee review and discussion, individual technical scores were submitted and presented. After the scores were finalized by the selection committee, the pricing scores and the SBEDA scores were revealed. Garza/Gonzalez & Associates received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon the Board of Directors’ approval through December 31, 2024. Two additional one-year renewals shall also be authorized by this action.

ISSUE:

As required by the Corporation bylaws, an annual audit of the financial records and accounts is to be performed by an independent certified public accountant. As the Corporation receives financial assistance in the form of Federal grants, the Single Audit Report is also required.

FISCAL IMPACT:

This action authorizes acceptance of a contract with Garza/Gonzalez & Associates to provide independent audit services for San Antonio Early Childhood Education Municipal Development Corporation for fiscal years 2022 through 2024, with two possible one-year extensions for fiscal years 2025 and 2026, for a total contract value not to exceed \$202,075.00.

Funds are budgeted and available within the Pre-K 4 SA Operating Fund. Future contract year funds are contingent upon approval of the annual operating budget by the Corporation’s Board of Directors.

ALTERNATIVES:

There are limited alternatives to having an audit performed since it is legally mandated. However, the Corporation could release a new RFP and establish a new contract with another firm or combination of firms.

RECOMMENDATION:

Staff recommends approval of the contract with Garza/Gonzalez & Associates to provide independent audit services for San Antonio Early Childhood Education Municipal Development Corporation for fiscal years 2022 through 2024, with two possible one-year extensions for fiscal years 2025 and 2026, for a total contract value not to exceed \$202,075.00.

This contract is procured by means of Request for Proposals and the Discretionary Contracts Disclosure Form is attached.