MEMORANDUM

March 20, 2019

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Patrick Greive, Director
Finance and Administration Department

2nd Subcommittee Member, Title
Department

Subject: **Certification Letter for P-19-19 Revenue Audit Services**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services:
   To provide auditing services related to various revenues the City receives. The winning bidder will start with an audit of our bed taxes to ensure that hoteliers are remitting funds accurately.

3. The estimated period of time needed for the service or study:
   We will seek a three year initial term with renewal options.

4. The estimated cost of the service or study: To be determined by most competitive bid.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service: No

6. List of current contracts or prior services or studies which are related to the proposed study or service: None. This is new.

7. A statement as to why the service/study cannot be done by department or agency staff:

Insufficient staffing or expertise in the auditing of bed taxes.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members
   Joey Greive 255-5354
   Brennan Merrell 255-5364

9. A project funding account number:
   AFOD011AD - 03109

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.
    Kerkering Barberio and Co.: Eric Troyer etroyer@kbgrp.com
    CRI - Robert Lemmon rlemmon@cricpa.com
    James Moore and Co Stacy.dreher@jmco.com, and Zach.Chalifour@JMCo.com

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated March, 2017

CFO
TITLE

Manager of Debt and Investments
TITLE