



OFFICE OF
DIRECTOR OF FINANCE AND PURCHASE/TREASURER
CITY HALL
400 LA CROSSE ST
LA CROSSE WI 54601-3396

November 7, 2013

Mayor Timothy Kabat
Finance & Personnel Committee Members

Honorable Mayor and Finance Committee Members:

The City of La Crosse received request for proposals (RFPs) for a five (5) year financial audit services agreement on Thursday, May 30, 2013 at 11:00 a.m. for the years ending December 31, 2013 through December 31, 2017. Twenty-two (22) requests for proposals were mailed to Certified Public Accounting /Auditing firms with offices in the Tri-State area and four (4) responses were received.

The requested proposal is for financial auditing services for all City of La Crosse's funds, including all account areas, for the purpose of expressing an auditor's opinion on the extent to which the financial statements are fairly presented in conformity with generally accepted accounting principles (GAAP) as established by the Government Accounting Standards Board (GASB). The selected auditing firm will also be required to print the audits and submit certain reports by their due dates while adhering to the agreed upon audit schedule.

The received proposals were evaluated based on the technical and price proposal criteria as outlined in the request for proposal. Interviews with each of the four submitting firms were conducted by the evaluation group which included the Mayor and Finance Department staff.

Based on the evaluation of the proposals received, it is recommended that the proposal from Hawkins Ash CPAs, LLP be accepted for a four (4) year financial auditing services agreement for the years 2013 through 2016 with the option of two additional one year renewal periods at the City's sole discretion and that the Mayor, City Clerk, and the Director of Finance/Treasurer are hereby authorized to take all necessary steps to implement the above recommendation.

Sincerely yours,

Wayne Delagrave
Director of Finance/Treasurer