



April 7, 2021

Item #10

TO GCTD Board of Directors
FROM Marlena Kohler, Purchasing Manager *MK*
SUBJECT Consider Approval for Contract Increase to Brown Armstrong for Audit Services

SUMMARY

Brown Armstrong has been providing Audit Services to GCTD since June 2018. Staff is requesting an increase of \$32,000 per year for years 3, 4 and 5 of their five (5) year contract. The increase is due to additional reporting requirements and valuable assistance during GCTD understaffing in the Finance Department. The current contract amount is \$160,000, the revised contract total will be \$256,000.

BACKGROUND

In June 2018, the Board of Directors approved a three (3) year base period with two (2) one-year option years with Brown Armstrong for Audit Services. The initial amount of the contract \$32,000 per year for a total contract amount of \$160,000. However, during year three of the contract, additional reporting (i.e., STA, Prop 1B, LCTOP and State of Good Repair Funds) was required by Ventura County Transportation Commission (VCTC) for the duration of the contract. In addition, understaffing of GCTD's Finance Department at that time and up to a few months ago, affected Brown Armstrong's scope of service by providing valuable assistance that was not anticipated at the time the contract was initially awarded. As a result, contract years 3, 4 and 5 require an additional \$32,000 per year. The revised not-to-exceed contract amount will be \$256,000.

To date, GCTD has had no performance issues with Brown Armstrong and this firm continues to be a responsive and responsible contractor.

RECOMMENDATION

It is recommended that the Board of Directors authorize an increase in the amount of \$96,000 to Brown Armstrong's contract for Audit Services for a revised contract total not-to-exceed \$256,000.

GENERAL MANAGER'S CONCURRENCE

Steven P. Brown
General Manager

GOLD COAST TRANSIT DISTRICT