

DATE FEBRUARY 27, 2023

TO SMITHFIELD TOWN COUNCIL – FINANCE COMMITTEE

FROM ELLEN MINGA, TOWN TREASURER

SUBJECT PROFESSIONAL AUDITING SERVICES
REQUEST FOR PROPOSALS

The Town issued a Request for Proposals (RFP) for Professional Auditing Services as the current contract will expire June 2023. Proposals were received from the following firms:

Robinson, Farmer, Cox Associates, PLLC
LA Tax Solutions

Staff thoroughly evaluated the proposals received based on the criteria in the RFP. It was determined that Robinson, Farmer, Cox Associates was not only less expensive but very familiar with the two systems the Treasurer's Office currently works from while continuing the conversion process to MUNIS to match Isle of Wight County. Staff has been extremely pleased with the services they have provided for the current contract. The upcoming vacancy of the Town Treasurer was also taken into consideration during the review process and staff recommends that it is in the best interest of the Town to remain with Robinson, Farmer, Cox at this time. The Term of the new contract would be five years.