

	SUBJECT: APPENDIX J – SOLE SOURCE JUSTIFICATION FORM	Approval Date 1/1/2018
	DIVISION AND POLICY NUMBER PURCHASING	Revision Date 9/16/2022

COMMODITY OR SERVICE Auditing services for the year ending December 31, 2023

VENDOR FORVIS, LLP

AMOUNT OF PURCHASE \$ \$106,165 (\$85,665 FS audit; \$20,500 Single Audit of two programs)

REQUESTORS NAME Michelle Schrote

DEPARTMENT Finance

DEPARTMENT DIRECTOR's Approval Trish Muller

FINANCE DEPARTMENT's Approval DocuSigned by:
Trish Muller
47B109A71C08406...

TOWN MANAGER's (or Designee) Approval DocuSigned by:
David L. Corliss
1BB5457CFF75414...

TOWN COUNCIL's Approval, when necessary

PURCHASING POLICY EXCEPTION ITEM	CHECK ONE
1. Item(s) or service has been formally awarded to a vendor by the State of Colorado, MAPO, or other cooperative purchasing group and the product meets the needs of the Town of Castle Rock.	<input type="checkbox"/>
2. The product or service is of a unique nature, or allows for standardization with existing equipment and will provide exceptional value to the Town of Castle Rock.	<input type="checkbox"/>
3. Emergency purchases where the well-being of the citizens, employees or Town property may be endangered if the purchase is delayed.	<input type="checkbox"/>
4. Town of Castle Rock currently has a contract in place with a vendor for like products or services and the compatibility and/or continuity of those products or services are paramount to the success of the department or Town function.	<input checked="" type="checkbox"/>

Per Municipal Code 3.02.060:

Purchases over one thousand dollars (\$1,000.00) and up to and including five thousand dollars (\$5,000.00) require three (3) verbal bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over five thousand dollars (\$5,000.00) and up to seventy-five thousand dollars (\$75,000.00) require three (3) informal written bids unless approved by the Town Manager on the basis of sole source, emergency or unresponsive bidders.

Purchases over seventy-five thousand dollars (\$75,000.00) require formal written sealed bids unless waived by the Town Manager for purchases up to and including two hundred fifty thousand dollars (\$250,000.00) or by Town Council for purchases over two hundred fifty thousand dollars (\$250,000.00) on the basis of sole source, emergency or unresponsive bidders.

The requesting department must provide written justification to the Finance Department for review and forward it to the Accounting Manager. **Attach additional sheets as necessary.**

FORVIS, LLP (formerly BKD, LLP) has served as the Independent Audit firm for the Town for the past five years. The Government Finance Officers Association (GFOA) guidance and industry standards recommend that municipalities enter into multiyear agreements of at least five years in duration when obtaining services of independent auditors to allow for greater continuity and to help minimize the potential for disruption in connection with the independent audit.

With the Town undergoing two large system conversions during 2023, UKG payroll system and NorthStar Utility billing system, and FORVIS having intimate knowledge of the systems and data prior to the conversions, staff believe it is imperative to maintain FORVIS, LLP as the Independent Audit firm for auditing services for the year ending December 31, 2023 to minimize the potential for disruptions and delays in the annual audit process.