

INDIVIDUAL PRE-SOLICITATION BRIEFING FOR EXTERNAL INDEPENDENT AUDIT SERVICES

November 15, 2016

Troy Elliott, CPA Deputy Chief Financial Officer, Finance

# **Solicitation Overview**





**Solicitation Type: Request for Proposal** 

High Profile Designation: Contract Value Over \$1 Million



Estimated Value: \$4,300,000 over 5 Years



**Current Contract Status: Last year of extension** 



Proposed Term: 3 years with 2, 1 year options

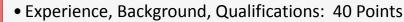
## **Project Overview**

Background • Requi	ternal Independent Audit is required r the provisions of the City Charter ired by State Statute (Chapter 103 of the Local Government Code)
Contract Structure • Since	e Contractor with sub-contractor cipation e 1988 average of 48%-50% SBEDA cipation
• Audi	tor/partner rotation every 5 years

### **Project Scope**

Independent Audit Services	<ul> <li>Comprehensive Annual Financial Report</li> <li>Federal and State Single Audit</li> <li>Passenger Facility Charges</li> <li>TCEQ Agreed Upon Procedures</li> </ul>
Other Services	<ul> <li>Guidance on tax, compliance, other non-audit consultation matters</li> <li>Services required for bond offerings</li> <li>Analysis of new accounting standards and pronouncements</li> <li>Training</li> </ul>
Quality Control Review	<ul> <li>Federal and State compliance reviews of auditor work papers</li> </ul>

## **Solicitation Requirements**



- Proposed Plan: 45 Points (5 points reserved if SMWBE subcontracting in excess of 45%)
- Pricing: 15 Points

**Evaluation Criteria** 

- SBEDA Subcontracting Requirements: Respondents must provide a minimum participation level of 40% MWBE to be responsive
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Audited Financial Statements: Not Required

- Michael Sindon, Assistant Director
- Nikki Ramos, GSC Chair
- Troy Elliott, CPA, Deputy Chief Financial Officer

Additional Requirements

Goal Setting Committee Members

#### **Outreach Efforts**

NIGP Codes Identified • 946-20 : Auditing

Number of Vendors to be Notified

- Central Vendor Registry: 40
- Targeted Vendor Outreach: 25

Advertising	<ul> <li>TVSA channel 21</li> <li>COSA Bidding Opportunities website</li> <li>San Antonio Express News</li> </ul>
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## **Project Evaluation Committee**

Voting Members	Advisory Members
Ben Gorzell Jr, CPA, Chief Financial Officer	Robert Nordhaus, Assistant City Attorney
Troy Elliott, CPA, Deputy Chief Financial Officer	
Melanie Seale, CPA, Assistant Director, Finance	
Kevin Barthold, CPA, City Auditor	
Kevin Goodwin, Interim Director, ITSD	
Victoria Roeder, City Controller, Finance	
External Candidates, TBD	

# **Project Timeline – Key Dates**

Pre-Solicitation

Solicitation

#### Post – Solicitation

Goal Setting Committee: 10/24/2016

Audit Committee Pre Solicitation Briefing: 11/15/2016

Release RFP: 11/22/2016 Pre-Submittal Conference: 11/29/2016

Deadline for Questions: 12/19/2016

RFP Due: • 01/17/2017 Evaluation Complete: • 02/10/2017

Contract Negotiated: February 2017

Audit Committee Post Solicitation Briefing: • 02/21/2017 City Council Consideration: • 03/09/2017

**Finalization** 

Contract Start Date: • 03/31/2017



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