

# AUDIT COMMITTEE



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## INDIVIDUAL PRE-SOLICITATION BRIEFING FOR EXTERNAL INDEPENDENT AUDIT SERVICES

**November 15, 2016**

**Troy Elliott, CPA  
Deputy Chief Financial Officer,  
Finance**

# Solicitation Overview



**Originating Department: Finance**



**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

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## Background

- An External Independent Audit is required under the provisions of the City Charter
- Required by State Statute (Chapter 103 of the Texas Local Government Code)

## Contract Structure

- Prime Contractor with sub-contractor participation
- Since 1988 average of 48%-50% SBEDA participation

## Policy Issue

- Auditor/partner rotation every 5 years

# Project Scope

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## Independent Audit Services

- Comprehensive Annual Financial Report
- Federal and State Single Audit
- Passenger Facility Charges
- TCEQ Agreed Upon Procedures

## Other Services

- Guidance on tax, compliance, other non-audit consultation matters
- Services required for bond offerings
- Analysis of new accounting standards and pronouncements
- Training

## Quality Control Review

- Federal and State compliance reviews of auditor work papers

# Solicitation Requirements

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## Evaluation Criteria

- Experience, Background, Qualifications: 40 Points
- Proposed Plan: 45 Points (5 points reserved if SMWBE subcontracting in excess of 45%)
- Pricing: 15 Points

## Additional Requirements

- 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

## Goal Setting Committee Members

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

# Outreach Efforts

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## NIGP Codes Identified

- 946-20 : Auditing

## Number of Vendors to be Notified

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

## Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- San Antonio Express News

# Project Evaluation Committee

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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

Goal Setting Committee:  
▪ 10/24/2016

**Audit Committee Pre Solicitation Briefing:**  
▪ 11/15/2016

Release RFP:  
▪ 11/22/2016

## Solicitation

Pre-Submittal Conference:  
▪ 11/29/2016

Deadline for Questions:  
▪ 12/19/2016

**RFP Due:**  
▪ 01/17/2017

## Post – Solicitation

Evaluation Complete:  
▪ 02/10/2017

Contract Negotiated:  
▪ February 2017

**Audit Committee Post Solicitation Briefing:**  
▪ 02/21/2017

## Finalization

**City Council Consideration:**  
▪ 03/09/2017

Contract Start Date:  
▪ 03/31/2017



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