AUDIT COMMITTEE MEETING

INDIVIDUAL POST-SOLICITATION BRIEFING FOR EXTERNAL INDEPENDENT AUDIT SERVICES May 30, 2017

Troy Elliott, CPA Deputy Chief Financial Officer Finance Department

# **Solicitation Overview**





**Solicitation Type: Request for Proposal** 

High Profile Designation: Contract Value Over \$1 Million



Estimated Value: \$4,485,000 over 5 years



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



Proposed Term: 3 years with 2, 1 year options

# **Project Timeline**

### Pre-Solicitation

**Solicitation** 

### Post – Solicitation

Audit Committee Pre Solicitation Briefing: November 15, 2016

Release RFP: January 13, 2017 Pre-Submittal Conference: January 18, 2017

Deadline for Questions: January 25, 2017

RFP Due: February 17, 2017 Evaluation Complete: • April 27, 2017

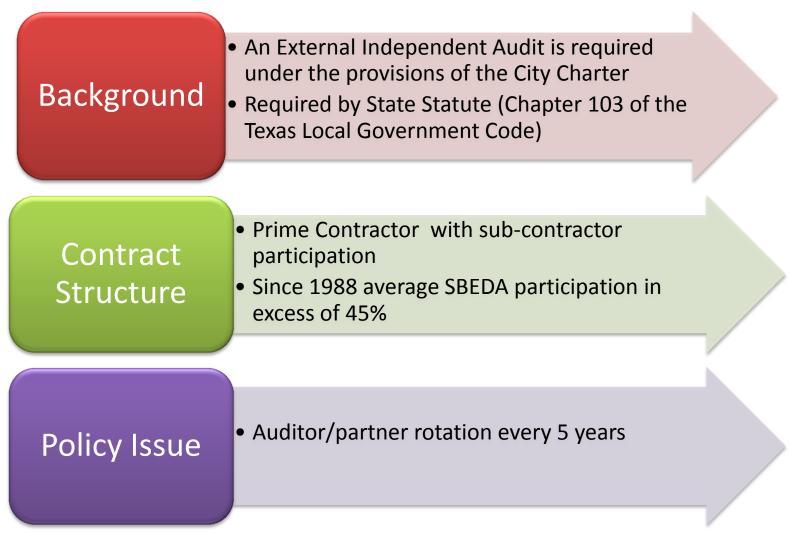
Contract Negotiated:May 2017

Audit Committee Post Solicitation Briefing: • May 30, 2017 City Council Consideration: June 15, 2017

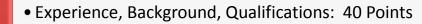
Contract Start Date: June 15, 2017

**Finalization** 

# **Project Scope**



## **Solicitation Requirements**



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

Additional

Requirements

- SBEDA Subcontracting Requirements: 40% MWBE
- 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

Goal Setting Committee Members

## **Project Evaluation Committee Members**

Voting Members	Advisory Members
Ben Gorzell Jr, CPA, Chief Financial Officer	Robert Nordhaus, Assistant City Attorney
Troy Elliott, CPA, Deputy Chief Financial Officer	Elizabeth M. Drouillard, CPA Financial Reporting Manager
Melanie Seale, CPA, Assistant Director, Finance	
Kevin Barthold, CPA, City Auditor	
Kevin Goodwin, Interim Director, ITSD	
Victoria Roeder, City Controller, Finance	
Edith Cogdell, Comptroller, University of Incarnate Word	6

## **Score Matrix**

RFP Independent Audit Services RFP-017-010 Score Summary	Maximum Points	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E	Vendor F
A - Experience, Background, Qualifications	40	39.00	36.29	29.71	27.86	23.43	20.14
B - Proposed Plan	45	41.29	39.71	31.71	29.57	25.29	25.57
C - Price Schedule	15	12.23	11.92	12.64	14.58	13.53	13.27
TOTAL SCORE	100	92.52	87.92	74.06	72.01	62.25	58.98
RANK BASED ON TOTAL SCORE		1.00	2.00	3.00	4.00	5.00	6.00

AUDIT COMMITTEE MEETING

INDIVIDUAL POST-SOLICITATION BRIEFING FOR EXTERNAL INDEPENDENT AUDIT SERVICES

May 30, 2017

Troy Elliott, CPA Deputy Chief Financial Officer

## **Procurement Overview - Due Diligence**

Number of vendors notified:	65
Number of vendors at pre-submittal conference:	14
Number of responses received:	6
Results of Minimum Requirements Review	No issues
Results of Due Diligence Review	No issues
Respondent Background Check	No issues
Financial Statement Review	No Financial Statements Requested
References, Proof of Insurability Review and Litigation Disclosure	No issues
Contracts Disclosure Form	No issues

### **Procurement Overview - Due Diligence**

**City Auditor Briefing on Due Diligence Review** 

AUDIT COMMITTEE MEETING

INDIVIDUAL POST-SOLICITATION BRIEFING FOR EXTERNAL INDEPENDENT AUDIT SERVICES

May 30, 2017

Troy Elliott, CPA Deputy Chief Financial Officer Finance Department