



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



Originating Department: Finance



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

Audit Committee
Pre Solicitation
Briefing:
▪ November 15,
2016

Release RFP:
▪ **January 13, 2017**

Solicitation

Pre-Submittal
Conference:
▪ January 18, 2017

Deadline for
Questions:
▪ January 25, 2017

RFP Due:
▪ **February 17, 2017**

Post – Solicitation

Evaluation
Complete:
▪ April 27, 2017

Contract Negotiated:
▪ May 2017

**Audit Committee
Post Solicitation
Briefing:**
▪ **May 30, 2017**

Finalization

**City Council
Consideration:**
▪ **June 15, 2017**

Contract Start Date:
▪ June 15, 2017

Project Scope

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 SBEDA participation in excess of 45%

Policy Issue

- Auditor/partner rotation every 5 years

Solicitation Requirements

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: 40% MWBE
- 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

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	

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



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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



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