

# Memorandum



DATE June 24, 2010

TO Members of the Budget, Finance & Audit Committee:  
Jerry R. Allen, Chair, Ann Margolin, Vice-Chair, Vonciel Jones Hill, Delia D. Jasso, Ron Natinsky, David A. Neumann

SUBJECT External Auditor Proposals

The Committee's June 28<sup>th</sup> agenda includes an item to discuss external audit proposals submitted by six firms. You will recall that the BF&A Committee reviewed a draft RFP and directed staff to issue the RFP at the May 24<sup>th</sup> meeting. Six proposals were received and copies have been distributed to Committee members. Each firm has been asked to prepare an 8 minute presentation and be prepared to address questions the Committee may have.

Attached is an evaluation form based on the Evaluation Criteria established on page 20 of the Request for Proposals. Following the interviews, each Committee member will be asked to evaluate and rank the proposals for the following 3 criteria: prior governmental auditing experience; qualifications of staff; and audit approach. Completed forms will be due on Wednesday, June 30<sup>th</sup>. The other 2 criteria, fees and M/WBE participation, will be rated by Business Development & Procurement staff, which is the City's procedure for proposal evaluations.

Please let me know if you need additional information.



Jeanne Chipperfield  
Chief Financial Officer

Attachment

C: Honorable Mayor & Members of the City Council  
Mary K. Suhm, City Manager  
Deborah A. Watkins, City Secretary  
Tom Perkins, City Attorney  
Craig Kinton, City Auditor  
Ryan S. Evans, First Assistant City Manager  
A.C. Gonzalez, Assistant City Manager  
Jill A. Jordan, P.E., Assistant City Manager  
Forest E. Turner, Assistant City Manager

**Request for Proposal BSZ1010 - Auditing Services  
Ranking Form**

INSTRUCTIONS: Please rank each Proposer in the boxes provided below for each evaluation category. Ranking will consist of 1-6 with 1 being the highest and 6 being the lowest.

<b>Evaluation Category</b>	<b>BKD CPAs &amp; Advisors</b>	<b>Clifton Gunderson LLP.</b>	<b>Crowe Horwath</b>	<b>Grant Thornton</b>	<b>KPMG LLP.</b>	<b>McGladrey &amp; Pullen</b>
<b>Prior Governmental Auditing Experience</b> <i>Sub criteria for Prior governmental auditing</i> - Current governmental clients - Experience in comparable audits and single audits - Participation in municipal leagues and associations						
<b>Audit Approach</b> <i>Sub criteria for Audit Approach</i> - Extent of City staff utilization during engagement - Reasonableness of audit timetable - Reasonableness of audit hours - Adequacy of sampling techniques and analytical procedures						
<b>Qualifications of staff to be assigned to the audit</b> <i>Sub criteria for Qualifications of Staff</i> - Quality assurance review - unqualified opinion - Extent of continuing education received by staff - Size of local office - Extent of on-site staff experienced - Electronic data processing audits						

<b>Business Inclusion and Development Plan (BID) Fees</b>	TO BE RANKED BY BUSINESS DEVELOPMENT & PROCUREMENT SERVICES
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Council Member \_\_\_\_\_