
MEMORANDUM

DATE: AUGUST 11, 2009

SUBJECT: Special Audit Firm Contract–
Selection Committee Recommendations

STAFF REPORT BY: KAREN HALLADAY, BUDGET AND POLICY ANALYST

AFFECTED COUNCIL DISTRICTS: ALL

Recommendation from Selection Committee

A key City Council responsibility is oversight. This is partially accomplished through the Council's audit and study program. In order to respond to Council requests in a timely manner the Council office has established a system where a variety of qualified firms are contracted and available so that as the need arises there is not a need for a 6 month Request for Proposal (RFP) process. The process is completed in advance and then the small group of firms submits proposals for the Council's consideration. The existing contracts expired and a Request for Proposal (RFP) was issued at the beginning of this year. Twelve auditing /consulting firms responded.

A staff Selection Committee - Jennifer Bruno, Chair, Karen Halladay, and Sylvia Richards - evaluated and discussed the proposals. In addition to reviewing each firm's professional staff qualifications, and experiences working with organizations similar in size to Salt Lake City, the Selection Committee considered each firm's past performance with Salt Lake City, if any, and their ability to perform a variety of potential project scopes in a timely and efficient manner. In general, the need for a special audit or study can arise quickly. So, firms familiar with Salt Lake City's organization and staff and the ability to be flexible in project scheduling were additional factors considered to be important to the Selection Committee.

The Council has the authority to select and enter into contracts with as many consulting firms as they wish. In an effort to provide a more manageable list of consulting firms, the Committee recommends the following auditing and /or consulting firms for the Council's consideration:

- Citygate Associates, LLC - Folsom, California
- Galena Consulting - Boise, Idaho
- Management Partners - San Jose, California

The Council can add other firms from the list of qualified bidders now, or at any point in the future.

Lastly, two Salt Lake City firms submitted proposals for the "Special Audit" contract. The Selection Committee felt that both firms were qualified for financial audits, but lacked the necessary breadth and depth of experience required for the type of audits and studies the City Council needs.

Additional information on any or all RFP responses can be provided by staff upon request.

Questions for Council

- *Does the Council agree with the Selection Committee's recommendation?*
- *Does the Council support the item on the August 18, 2009 consent agenda, authorizing the Chair to sign and finalize contracts with these three firms or does the Council wish to select additional or other firms to the list?*