



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 2

Agenda Date: September 12, 2023

In Control: Audit Committee

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU23-015 Audit of Finance Bonfire Procurement Evaluation System.

SUMMARY:

Determine if application controls for the Bonfire procurement evaluation system are adequate and data is accurate and reliable.

BACKGROUND INFORMATION:

Background

Bonfire software is a cloud-based application that helps organizations streamline their procurement processes. While the platform provides an end-to-end procurement functionality, the Finance Department's Procurement team utilizes Bonfire exclusively as a tool for the distribution and evaluation of vendor bids. However, SAePS, the City's e-Procurement system, remains the system

of record for the solicitation process.

The procurement team implemented Bonfire in March 2020 to facilitate the evaluation of solicitations during the COVID19 pandemic. Bonfire allows the procurement team to create a project for a specific solicitation, distribute relevant documentation to involved parties, allow evaluators to evaluate vendor bids, and score bids for final selection.

Scope & Methodology

The audit scope was December 1, 2021 through June 30, 2023. We reviewed user access, service level agreement, and code of conduct forms. We also examined evaluator score calculations and the anonymity of project evaluators.

Conclusion

We determined that Finance has adequate application controls in place to ensure data is accurate and reliable.

Specifically, we determined solicitation scores presented to the Audit Committee matched the score sheets in Bonfire and are accurate. We determined that Bonfire access controls and license holders are appropriate. We determined that evaluator access within Bonfire was appropriately limited to required information and that access was removed when the scoring was completed. We determined that sufficient data input controls are in place and project templates include appropriate data fields. We verified that assigned evaluators remained anonymous throughout the solicitation process. Finally, we determined the Bonfire service level agreement includes a service commitment pertaining to availability, data redundancy, data storage, and data exportation.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends acceptance of this report.