

Audit and Accountability Committee



Post-Solicitation Briefing for Independent External Audit Services

Date: June 3, 2022

Presented by: Melanie Keeton, CPA, Assistant Finance Director,
Finance Department

Solicitation Overview

- 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)
- Prime Contractor with sub-contractor participation
- Since 1988 average of 48%-50% SBEDA participation
- Auditor/partner rotation every 5 years

Solicitation Type

- Request for Proposals (RFP)

Proposed Term

- 3 years with 2, 1-year renewals

Contract Value

- \$1.058 Million Annually
- \$5.29 Million Total

Current Contract Status:

- Final Extension through FY21 Audit

Recommended Award

RFP Independent External Audit Services (RFP-22-002; RFx 6100014751) Score Summary *FINAL EVALUATION May 13, 2022	Maximum Points	Vendor A	Vendor B	Vendor C
A - Experience, Background, Qualifications	40	35.50	30.83	27.17
B - Proposed Plan	45	38.50	32.67	28.67
A - B SUB-TOTAL	85	74.00	63.50	55.84
C - Price Schedule	15	13.90	14.86	12.81
TOTAL SCORE	100	87.90	78.36	68.65
RANK BASED ON TOTAL SCORE		1	2	3
* One evaluation meeting held with interviews conducted.				

SBEDA Subcontracting Requirements: 40% M/WBE

Local Preference Program – Not Applicable

Veteran Owned Small Business Preference Program – Not Applicable

Due Diligence

Finance and Audit Departments – Due Diligence Results

Number of vendors notified:	64
Number of vendors at pre-submittal conference:	4
Number of responses received:	3
Results of Minimum Requirements Review:	No Material Findings
Results of Due Diligence Review:	No Material Findings