

Office of the City Auditor

City of San Diego

Timeline for City's External Audit

Proposed Timeline

Presentation to the Audit Committee

April 8, 2013



Introduction

- City is reaching the end of its 5-year Agreement for Audit Services with Macias, Gini, and O'Connell (MGO)
- FY2013 Audit will be the last audit performed by MGO

Background

- Audit Committee recommends to City Council the retention of the City's outside audit firm
- Audit Committee member assigned to participate in development of RFP for audit services.

Proposed Timeline for Audit Firm Selection

- The following represents a proposed timeline to engage an audit firm by November 2013
- **April 2013** City Auditor works with Audit Committee member and appropriate City departments to develop scope of work, RFP document, mailing list and outreach plan.
- **May 2013** City Auditor presents RFP document to Audit Committee for approval. Audit Committee designates member to serve on Technical Evaluation Committee that will review proposals in response to RFP
- **May/June 2013** City Auditor works with Purchasing and Contracting to complete and release RFP, resolve questions raised by proposers, and collect responses to RFP.

Proposed Timeline for Audit Firm Selection

July 2013 Technical Evaluation Committee works with Purchasing and Contracting to review proposals.

August 2013 Contract negotiated; Purchasing and Contracting posts Notice of Intent to Award.

September 2013 Audit Committee receives formal recommendation for contract award. If Audit Committee concurs, a motion is made to forward the recommendation to the City Council for consideration and approval.

October/November 2013 City Council approval sought and contract awarded. Notice of Award sent to selected audit firm.