

*FY 2009 – 2013
Outside Auditor
Selection Process*

Audit Committee Meeting
January 26, 2009

FY 2009 – 2013 Outside Auditor Selection Process Timeline

Jan-Feb 2009	IBA and City Auditor staff will working with Purchasing Department to develop scope of work, RFP document, mailing list and outreach plan
2/23/09	RFP document presented to the Audit Committee for approval
2/26/09	RFP will be issued to solicit proposals
3/23/09	Audit Committee to select representative to participate on the Technical Evaluation Committee (TEC) that will review proposals in response to the RFP

FY 2009 – 2013 Outside Auditor Selection Process Timeline (Continued)

3/27/09	Deadline for proposals to be received by the City
4/3/09	TEC begins review of proposals
5/8/09	TEC to complete review of proposals, oral interviews, technical ranking of proposals, and select the best proposal considering pricing and technical ranking
5/11/09	Audit Committee apprised of proposal evaluation process conducted by the TEC

FY 2009 – 2013 Outside Auditor Selection Process Timeline (Continued)

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| 5/15/09 | Contract negotiated; Purchasing Department posts Notice of Intent to Award |
| 6/1/09 | 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 |
| 6/15/09 | City Council approval sought |
| 6/25/09 | Contract awarded and preliminary audit work for FY09 can begin |

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Questions?