



REPORT TO COUNCIL City of Sacramento

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Staff
April 22, 2010

**Honorable Mayor and
Members of the City Council**

Title: Agreement: CDD Program Audit

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** authorizing the City Auditor to execute a Professional Services Agreement with Sjoberg Evashenk Consulting, Inc., to conduct a program audit of the Community Development Department, in an amount not to exceed \$66,424.

Contact: Jorge Oseguera, City Auditor 808-7270

Presenters: Jorge Oseguera

Department: Office of the City Auditor

Division:

Organization No: 01001201

Description/Analysis

Issue: On January 28, 2010, the City initiated a competitive process to select a contractor to conduct a program audit of the Community Development Department. Staff received eight responses to a request for proposals (RFP).

At the March 9, 2010, Audit Committee meeting, the City Auditor was directed to review submittals and recommend to the City Council the most responsive bidder to conduct a program audit of the Community Development Department.

Policy Considerations: This action is consistent with the report to Council by the Office of the City Attorney and the Office of the City Manager dated January 26, 2010, and the direction to the City Auditor by the Audit Committee of the City Council at its March 9, 2010, meeting.

Environmental Considerations: None.

Sustainability Considerations: None.

Rationale for Recommendation: It is in the best interest of the City to enter into a contract with Sjoberg Evashenk Consulting Inc., the highest ranking competitor and most responsive bidder, in the amount of \$66,424.

Financial Considerations: The Office of the City Auditor's budget has sufficient funds to cover the costs of the program audit.

Emerging Small Business Development (ESBD): Sjoberg Evashenk Consulting Inc. is a certified Small Business with the California Department of General Services.

Respectfully Submitted by:


Jorge Oseguera, City Auditor

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Attachment 1

Background Information

From January 28 through April 1, 2010, the City conducted a competitive process to select a contractor to perform a program audit of the Community Development Department. On February 18, 2010, the City received eight responses to the Request for Proposals. After the completion of a comprehensive review and evaluation process, including a panel interview of four respondents, staff from the Office of the City Auditor and Department of Finance concluded that the proposal submitted by Sjoberg Evashenk Consulting, Inc. was the most responsive.

The City Auditor and Finance Department staff independently evaluated and assigned a numerical score for 18 specific criteria shown in the Scope of Services in the Request for Proposals for the performance audit of the Community Development Department. The cumulative score for each of the eight respondents then determined the four respondents whom the City staff selected for a panel interview. After the panel interview the City staff independently ranked the four interviewed respondents to determine the highest-rated respondent. At the conclusion of this process Sjoberg Evashenk Consulting Inc., received both City staff's highest numerical score and interview panel ranking.

This action is consistent with the report to Council by the Office of the City Attorney and the Office of the City Manager dated January 26, 2010, and the direction to the City Auditor by the Audit Committee of the City Council at its March 9, 2010, meeting.

The scope of audit services to be performed is summarized below:

Process Assessment

Fee Calculation, Assessment and Collection Process

Project Specific Audits

The fees for the performance of all services set forth shall not exceed \$66,424.

Attachment 2

RESOLUTION NO.

Adopted by the Sacramento City Council

AUTHORIZING THE CITY AUDITOR TO EXECUTE AN AGREEMENT WITH SJOBERG EVASHENK CONSULTING, INC. TO CONDUCT A PROGRAM AUDIT OF THE COMMUNITY DEVELOPMENT DEPARTMENT IN AN AMOUNT NOT TO EXCEED \$66,424

BACKGROUND

- A. The City conducted a competitive process to select a contractor to perform a program audit of the Community Development Department.
- B. After evaluation, staff concluded that the proposal submitted by Sjoberg Evashenk Consulting, Inc. was the most responsive.
- C. The execution of this agreement is consistent with the report to Council by the Office of the City Attorney and the Office of the City Manager dated January 26, 2010, and the direction to the City Auditor by the Audit Committee of the City Council at its March 9, 2010, meeting.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Auditor is hereby authorized to execute a professional services agreement with Sjoberg Evashenk Consulting, Inc., attached hereto as Exhibit A, to conduct the program audit of the Community Development Department, in an amount not to exceed \$66,424.
- Section 2. Exhibit A is part of this resolution.

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Exhibit A – Professional Services Agreement with Sjoberg Evashenk Consulting, Inc.