



REPORT TO AUDIT COMMITTEE City of Sacramento

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STAFF REPORT
February 9, 2010

Honorable Members of the
Audit Committee

**Title: Community Development Department (CDD) Program Audit Selection
Process**

Location/Council District: Citywide

Recommendation: Provide direction to staff regarding selection process for
Community Development Department (CDD) Program Audit

Contact: John Dangberg, Assistant City Manager, (916) 808-1222

Presenters: John Dangberg, Assistant City Manager

Department: City Manager's Office

Organization No: 09200

Description/Analysis

Issue: This report requests Committee direction regarding the selection process
for the CDD Program Audit.

Policy Considerations: On January 26, 2010, the City Council directed staff to
release a Request for Proposals (RFP) for the CDD Program Audit seeking
external consultant services to conduct an objective, third party review of the
CDD Building Services Division.

Environmental Considerations: None.

Financial Considerations: The cost of the CDD Program Audit is unknown at this
time.

Emerging Small Business Development (ESBD): None.

Approved by: 
John Dangberg
Assistant City Manager

Recommendation Approved:


RAY KERRIDGE
City Manager

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BACKGROUND

On January 26, 2010, the Sacramento City Council directed staff to release a Request for Proposals (RFP) to review and evaluate building permit processes and practices in the Community Development Department's (CDD) Building Services Division and other related areas of the Department.

The RFP's scope of work was developed from recommendations provided by the City's former auditor, language reviewed by the City Council Audit Committee during its November 2009 meeting, and items resulting from the Council Report of January 26, 2010 regarding the investigation of issuance of Natomas Central building permits. The RFP was released on Thursday, January 28, 2010. Proposals must be submitted by 4:00 p.m. (PST) on Thursday, February 18, 2010.

The following table outlines the anticipated steps involved in the review and selection of a preferred consultant for the CDD Program Audit. With the forthcoming arrival of the new City Auditor, a transition of support duties from the City Manager's Office (CMO) to the City Auditor is anticipated during the performance period of this project.

Steps	Selection Panel	Audit Committee	City Council	City Auditor	CMO (Support)
RFP/SOW Development		✓			✓
Review/Rank Submittals	✓				
Interview/Recommend Consultant	✓				
Contract Negotiation		✓			✓
Provide Funding			✓		
Selection of Consultant			✓		
Contract Administration				✓	✓
Periodic Updates		✓	✓	✓	
Final Reporting		✓	✓	✓	

The following table provides an estimate of the amount of time required to properly review and rank submittals, interview and conduct reference checks on prospective consultants, and negotiate a contract (subject to City Council approval) with the preferred consultant.

Date	Milestone
February 18, 2010	RFP submittal deadline
February 22, 2010	Distribution of submittals to Selection Panel members
Week of March 1, 2010	Selection Panel meets to review/rank submittals
Weeks of March 8 & 15, 2010	Interviews with top ranked consultants/reference checks
Weeks of March 22 & 29, 2010	Contract negotiation/signatures/staff report preparation
April 6, 2010	Council review/approval

To facilitate review of RFP submittals, staff is seeking direction from the Audit Committee regarding the selection process and composition of a formal Selection Panel. The Selection Panel's duties will include reviewing and ranking submittals, interviewing prospective consultants, and recommending a preferred consultant to the City Council for approval.

A typical Selection Panel consists of approximately three to five individuals. Formation of a three to five member Selection Panel could be assembled from the following:

- Two members of the City Council Audit Committee
- A representative of the City Attorney's Office
- An Assistant City Manager
- New City Auditor if available
- Chair of the Development Oversight Commission (Darryl Chinn)