

City Auditor's Office

Quarterly Report to Finance/Executive Committee November 13, 2019

FY20 Summary

2 Audit Reports

- 8 Audits in Progress
- FY20 Released Audit Plan

Audit Follow-up

- 8 Departments
- Reviewed Open
 Recommendations
- Closed Following
 Review

10 Independent Procurement Reviews

Reviewing 22 Solicitations

1 Investigation Report

3 Investigations in Progress

Independent Procurement Review Process

• Need Established Step : • Planning & Source Selection Step 2 • Solicitation Development Step 3 Advertisement Step 4 • Public Receipt of Responses Step 5 • Evaluation Step 6 • Recommendation for Award

- Review evaluators
- Observe project team meeting
- Observe pre-bid conference
- Review solicitation and addenda
- Confirm advertisement period
- Re-perform responsiveness review
- Test for conflicts of interest/blackout period
- Confirm evaluation scores
- Calculate bid spread
- Check completeness of files

Independent Procurement Review Resources

- 85 hours on average to complete
- Time per completed report ranged from 37 to 188 hours
- To-date:
 - 46.7% Aviation
 - o 26.7% Watershed
 - o 26.6% General Fund
- About 30% of our IPRO hours over the calendar year have been indirect; should decrease as program matures
- We have capacity with current resources to complete 45 reviews per year

Questions?

