

## RFP #3097 Competitive Negotiation for Internal Audit Services

### Timetable of RFP Period

January 10, 2020 – RFP issued and sent to same 28 largest local CPA firms that Audit Services RFP was sent to, since many of the same firms have the skillsets we are looking for.

January 21, 2020 1:00pm – Written questions or requests for clarification due

January 22, 2020 4:00pm – Pre-proposal conference to coincide with Audit Services

January 23, 2020 4:00pm – Public written responses to written questions and requests for clarification posted to Bids website

January 31, 2020 11:00am – Bid closing and evaluation begins

### Evaluation

February 3, 2020 4:00pm – Complete evaluation of all properly submitted bids and turn in summarized evaluation results to Purchasing/Bids staff

February 3, 2020 4:00pm – After completed evaluation, unseal and evaluate cost responses

February 25, 2020 or March 25, 2020 – Submit RFP results to Board for approval

Evaluation Criteria – Qualifications of audit team (30 points), qualifications of firm (30 points), references (20 points), cost (20 points)

### Highlights

Services covered – Information security reviews; operational process improvement reviews; investigations; data analytics supports. One service specifically included is a vulnerability scan of internet, external facing domain and IP addresses.

Period of Contract – One year, plus up to four one-year renewals

We are hoping to partner with a firm(s) that have the certifications and tools to perform effective information security reviews and to support the completion of projects that may arise and require additional staffing resources.