

**Carson City Audit Committee  
Agenda Report**

**Date Submitted:** November 21, 2011

**Agenda Date Requested:** November 29, 2011

**To:** Audit Committee

**From:** Michael Bertrand, Chairman

**Subject Title:** For Possible Action: Each Committee member will publicly rank the candidates. Chairman shall tally the ranking and call for a motion and vote to recommend to the Board of Supervisors the highest ranked candidate. The process will be repeated until one candidate receives a majority vote for recommendation.

**Type of Action Requested:** (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Committee Action:** To be determined by the Committee.

**Explanation for Recommended Committee Action:** N/A

**Applicable Statute, Code, Policy, Rule or Regulation:** N/A

**Fiscal Impact:** None

**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** None

**Supporting Material:** Score sheets

**Prepared By:** Janet Busse, Office Supervisor

**Board Action Taken:**

Motion: \_\_\_\_\_

	Member	Aye/Nay
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____

\_\_\_\_\_  
(Vote Recorded By)

**Scale for SOQ**

<b># of pts</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Better</b>	<b>Excellent</b>
<b>5</b>	<b>0</b>	<b>1-2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>10</b>	<b>0</b>	<b>1-4</b>	<b>5</b>	<b>6-9</b>	<b>10</b>
<b>20</b>	<b>0-5</b>	<b>6-9</b>	<b>10-14</b>	<b>15-19</b>	<b>20</b>
<b>40</b>	<b>0-10</b>	<b>11-19</b>	<b>20-30</b>	<b>31-39</b>	<b>40</b>

Audit SOQ	Bagwell	PBTk	Moss-Adams
Cover Letter - 5 pts.			
<u>Project Experience</u> Quality of services and relevancy to work requested by Carson City- 40 pts.			
<u>Project Approach</u> Schedule and Timelines for completion and Suitability of proposed approach - 20 pts.			
Key Personnel/Resumes including Subconsultants - 20 pts.			
Certifications of team members - 10 pts			
Office Location/Carson City Experience -5 pts.			
<b>Total Score</b>			