

**Carson City Audit Committee
Agenda Report**

Date Submitted: October 19, 2011

Agenda Date Requested: October 25, 2011

To: Audit Committee

From: Michael Bertrand, Chair

Subject Title: For Possible Action: To discuss and approve the process to select Internal Auditor candidates.

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: N/A

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: N/A

Supporting Material: None

Prepared By: Janet Busse, City Manager's Office

Reviewed By:



(City Manager)

Date:

10/20/14

Board Action Taken:

Motion: _____

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

(Vote Recorded By)



CARSON CITY, NEVADA

CONSOLIDATED MUNICIPALITY AND STATE CAPITAL

October 21, 2011

Audit Committee:

Attached for your review is an example of Carson City's typical SOQ Score Sheet along with a Scale for rating the SOQ.

Please do not fill out form until approved at the Audit Committee Meeting scheduled for October 25, 2011.

If you have any questions, please contact me.

Sincerely,

Kim Belt, Purchasing and Contracts Manager
Carson City Purchasing and Contracts
201 North Carson Street, Suite 3
Carson City, NV 89701
775-283-7137
FAX #775-887-2107
KBelt@carson.org

Audit SOQ	Bagwell	PBTK
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.		
Total Score		

Scale for SOQ

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