

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Matthew Fertal	From:	Kingsley Okereke
Dept:	City Manager	Dept:	Finance
Subject:	APPROVAL AND AWARD OF INDEPENDENT FINANCIAL AUDITOR/CONTRACT FOR FY 2009-10 THROUGH FY 2013-14		
		Date:	November 10, 2009

OBJECTIVE

To seek City Council approval to award a five-year contract to Mayer Hoffman McCann P.C., for the City's Independent Financial Auditor Services.

BACKGROUND

The purpose of the City's annual audit is to obtain an opinion from an independent firm of the City's financial management practices, and to verify conformance with generally accepted accounting principles and related Government Accounting Standards. The City as a matter of accounting and financial prudence re-examines the independent financial audit relationship and contract every five years. The City has been audited by, Macias Gini & O'Connell, LLP, for the last six fiscal years and their contract is due to expire upon completion of the audit for the FY 2008-09; therefore staff issued and advertised RFP No. S-1041 on April 22, 2009, to solicit proposals for auditing services. A mandatory pre-proposal meeting was held on May 7, 2009, to allow all interested proposers to interact with City staff and ask any questions to clarify the City's auditing requirements. Four proposals were received and opened on May 22, 2009.

ANALYSIS

A Source Selection Committee (SSC) comprised of staff and two outside participants analyzed and scored the proposals. The proposals were evaluated based on Qualification of Proposer, Project Plan, and Pricing. The analysis below indicates the Proposal Pricing and the SSC scores:

Company Name	Five Year Average of Proposed Fees	Total Proposed Fees	FINAL SSC SCORES
Mayer Hoffman McCann P.C.	\$67,152	\$335,760	3370
Macias Gini, & O'Connell LLP	\$81,230	\$406,150	3036
Moss, Levy, & Hartzheim LLP	\$100,775	\$503,875	2652
Sotomayer & Associates LLP	\$245,000	\$1,225,000	1259

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Each of the firms had excellent qualifications, and with the exception of one proposer, all proposers had experience in conducting audits of government and non-profit entities. All four firms demonstrated their understanding of the project plan of the City Audit. The significant difference among the proposals was in the proposed pricing.

Mayer Hoffman McCann P.C. is a well-qualified National CPA Firm with significant presence in California. Their government services headquarters is located in Irvine, California, making them easily accessible to their clients. Mayer Hoffman McCann P.C. has vast experience in governmental accounting and auditing and has provided the lowest priced proposal of those qualified to conduct the City's annual audit. Mayer Hoffman McCann P.C. has provided auditing services for many cities including the following cities in Orange County: Costa Mesa, Fountain Valley, and Newport Beach. All the cities and agencies in California contacted for references, gave positive feedback of Mayer Hoffman McCann P.C.'s services. Based on the proposal evaluation results, it is recommended that the City award a contract to Mayer Hoffman McCann P.C. as the City's independent auditing firm for the next five fiscal years.

FINANCIAL IMPACT

Total cost for the City's auditing services will be \$335,760.00 for the next five fiscal years: 2009-10, \$64,500; 2010-11, \$65,810; 2011-12, \$67,130; 2012-13, \$68,470; 2013-14, \$69,850. The requisite funds will be appropriated annually and attributed to the City's audit entities and component units. These fees are based on the City and its component units as currently constituted. Any changes in the future will result in reductions or increases in the annual fees based on the standard personnel fees outlined in the proposal.

COMMUNITY VISION AND IMPLEMENTATION

The independent auditing of the City's financial statements contributes to the Informed Community element, as outlined in the Strategic Plan adopted by Council, by enabling Garden Grove citizens to interpret and review the financial well being of the City, and to provide residents and other interested persons with the information needed to understand the City's financial status.

RECOMMENDATIONS

It is recommended that the City Council:

- Approve the selection of the accounting firm, Mayer Hoffman McCann P.C., as the City's Independent Auditor for Fiscal Years 2009-2010 thru 2013-2014, in the total amount of \$ 335,760.00.

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- Authorize the City Manager and/or Finance Director to execute and deliver the requisite Agreement on behalf of the City and to take other necessary actions in connection therewith.

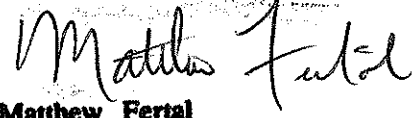


KINGSLEY OKEREKE
Director of Finance

By: Sergio Vidal
Senior Accountant

Attachment 1- Agreement with Mayer Hoffman McCann P.C.
Attachment 2- Proposal Score Sheets

Recommended for Approval



Matthew Ferial
City Manager

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____ 2009, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Mayer Hoffman McCann P.C.**, here in after referred to as "CONTRACTOR".

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove Council authorization dated _____.
2. CITY desires to utilize the services of CONTRACTOR to **Provide City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2013-14.**
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination.** This agreement shall cover services rendered between **January 2, 2010 through completion of the Fiscal Year 2013-14 Financial Audit.** This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with the Scope of Work (Attachment "A"), which is attached and is hereby incorporated herein by reference. Contractor is required to present evidence to support performed work completion.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of tasks as set forth in the Proposal. The Proposal is incorporated herein by reference. The Proposal and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
 - 3.1 **AMOUNT.** Compensation under this agreement shall be per schedule included in proposal (Attachment B).
 - 3.2 **Payment.** For work under this Agreement, payment shall be made per invoice for work completed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Proposal (Attachment B). All work shall be in accordance with RFP No. S-1047, and payable in arrears.

- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR/CONSULTANT shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR/CONSULTANT shall maintain the following insurance for the duration of this Agreement:
- (a) Commercial general liability in an amount of \$1,000,000.00 per occurrence: **claims made and modified occurrence policies are not acceptable**; Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY.
 - (b) Automobile liability in an amount of \$1,000,000.00 combined single limit: **claims made and modified occurrence policies are not acceptable**; Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY.
 - (c) Professional liability in an amount of \$1,000,000.00. Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, it's officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

5. **Non-Liability of Officials and Employees of the City.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.
6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
 - a. (CONTRACTOR)
Mayer Hoffman McCann P.C.
Attention:
2301 DuPont Drive, Suite 200
Irvine, CA 92612
 - b. (Address of City Purchasing) (with a copy to):

City of Garden Grove	Garden Grove City Attorney
11222 Acacia Parkway	11222 Acacia Parkway
Garden Grove, CA 92840	Garden Grove, CA 92840
10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.
11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.

12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.
13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.
15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** CONTRACTOR agrees to protect, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

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(Agreement Signature Block On Next Page)

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

"CITY"
CITY OF GARDEN GROVE

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

"CONTRACTOR"
Mayer Hoffman McCann, P.C.

By: Jennifer Farr

Name: Jennifer Farr

Title: Shareholder

Date: July 27, 2009

Tax ID No. 43-1947695

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

Omar Sandoval for
Garden Grove City Attorney

7-30-09

Date

ATTACHMENT "A"
RFP No. S-1047

SCOPE OF WORK

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2013-14.

SPECIFICATION OUTLINE

The City of Garden Grove invites your firm to submit proposals to perform the City's annual audit for the five fiscal years 2009-10, 2010-11, 2011-12, 2012-13, and 2013-14. Because of the small accounting staff, this request for an audit proposal is being done well in advance to allow sufficient time for the City staff and the audit firm staff, if necessary, to review the City accounting procedure.

A. Nature of Services Required

The City target date for year-end closing is August 15.

1. Audit all books, records and other financial documents and information pertaining to the City of Garden Grove; Garden Grove Sanitary District, Garden Grove Agency for Community Development; Fire Training Authority, Cable Corporation, AQMD, Single Audit (Housing, CDBG, HOME, Other Major Federal Grants), Garden Grove Community Foundation, and One More Productions. The auditors prepare the entire report in compliance with FASB standards. In addition the GANN numbers are confirmed for the City of Garden Grove and the Garden Grove Sanitary District. The City at times has other State and Federal grants that may require auditing.

In addition, the auditors perform a review in accordance with agreed upon procedures to assure compliance with contract requirements for the following:

- a. Willowick Golf Course - Revenue examination and internal control
 - b. City appointed Mobile Home Park Management Company - Determine that all rents and utilities were collected and recorded, and that expenses were appropriate.
 - c. The Agency appointed Management Company that oversees the improvements on the Stuart Dr./Rose Gardens project. Determine that all rents were collected and recorded, and that expenses were appropriate.
 - d. The City contracted refuse hauler
2. The audit firm may prepare the State Controller's Report for the Garden Grove Sanitary District.
 3. The audit shall be in accordance with generally accepted auditing standards as approved and adopted by the AICPA and shall conform to OMB Circular No. A-128 or its most current derivative. The City's cognizant agency for Federal Grants is the Health and Human Services Department.

The audit for the Housing Authority, which includes the Section 8 Housing Assistance Payment Program and Moderate Rehabilitation Program, HOME, and the Community Development Block Grant, shall conform to the guidelines set forth in the HUD Audit Guide.

4. The auditor should assist the City in preparing financial statements that conform to the standards of the Government Finance Officers Association to ensure that the City continues to receive the annual awards for excellence in financial reporting. The City complies with GASB 34 as of the ending for each of the years in the contract period. In addition, the City prepares the Management Discussion and Analysis (MD&A).
5. The audit examination shall be based upon tests and samples of the accounting records and transactions sufficient to satisfy the audit firm of the accuracy and fairness of the financial statements, as presented in the Comprehensive Annual Financial Report.
6. The preliminary review shall include findings and recommendations to management with adjusting entries. If there is a cost to the City for conforming to compliance issues, then the auditor will provide an estimate of the cost.
7. The City's fiscal year ends June 30. Preliminary work for the CAFR and the single audit should begin between April 1 and June 1 with a completion date of October 15. The Management Letter should be to the Finance Director by November 15. Preliminary report completion and review should be final by September 30. Final report submission should be completed by October 15.
8. The Garden Grove Agency for Community Development audit shall be completed by October 1. This will enable the audit to be presented to the Agency Board on the last meeting in November or the first meeting in December.
9. Preparation of tax returns both federal and state, if necessary, for the Garden Grove Sanitary District Improvement Corp., City of Garden Grove Improvement Corp., Garden Grove Housing Authority, and Garden Grove Finance Authority.
10. Prepare the tax returns and address tax issues for the Garden Grove Sanitary District Public Improvement Corp.
11. Review the City's Investment Policy for compliance with all State requirements. Examine how the investment instruments are held and recorded to ensure the security of all invested funds.
12. Any findings made during the audit should be reported and discussed as soon as noted with the appropriate staff so all corrections can be completed in a timely manner.
13. Prepare an audit report for the Anaheim, Garden Grove, Orange Fire Training Authority which is a JPA consisting of three cities.

14. The Finance Department is responsible for the accounting and accurate recording of the grants. However, each grant and the associated programs and compliance requirements are the responsibility of various sections of the City. Therefore, it is necessary for the audit staff to communicate with several individuals outside the Finance Department. This communication could include budget to actual variance, compliance requests, explanation of changes in expense patterns from one year to the next, etc.
15. The Single Audit should be completed by October 15, so the City may include this as part of the CAFR.
16. The AQMD audit should be completed by November 1.

B. Description

1. The City of Garden Grove is a full-service general law city which provides the following programs: Fire Protection, Police Protection, Traffic Safety, Public Right-of-Way, Water Supply, Refuse Collection, Sewer Maintenance, Drainage, Community Buildings, Human Resource Services, Leisure and Cultural Activities, Parks and Greenbelts, Community Planning and Development, and Municipal Support Services and Management. The population is approximately 173,000.
2. The Garden Grove Agency for Community Development was established in 1970 pursuant to the California Community Redevelopment Laws.
3. The City's accounting records for general government operations are maintained on the modified accrual basis. Accounting records for the City's proprietary funds are maintained on the accrual basis. The accounting records comply with GASB 34.
4. Budgeting control for the City is maintained at the fund, department and program level. Estimated revenue, appropriations and encumbrances are recorded in the accounting records.
5. All of the City's accounting records are computerized and available on the system and all hard copy reports are available for audit purposes. The Garden Grove Sanitary District accounts receivable records are held by the refuse hauler and are not on the City computer system. The types of the Sanitary District Reports are more limited.
6. Copies of our prior year's financial statement and budget are available.
7. The City's most recent audit was performed by Macias Gini & O'Connell LLP, for fiscal year ending June 30, 2008. The opinion was unqualified. The year ending June 30, 2009 audit is in process.
8. The Willowick Golf Course is operated under a lease with Donovan Golf Course Management, Inc., and rent payments to the City are based on receipts collected. The Willowick audit is to determine the reasonableness of the rents received

by the City, to ensure compliance with the City contract, and to evaluate the internal control at the Golf Course.

9. The City of Garden Grove, the Garden Grove Public Financing Authority, the Garden Grove Housing Authority, and the Garden Grove Agency for Community Development, the Garden Grove Sanitary District have issued debt and entered into loan agreements. For information, please refer to Note 10 of the FY2007-2008 CAFR pages 56 to 63
10. The City is currently involved with HUD programs - CDBG, Home Investment Partnership agreement program that assists first time homebuyers, and the Emergency Shelter Grant, Section 8 housing assistance. The audit is to ensure HUD compliance.
11. The City acquired the Garden Grove Sanitary District on May 30, 1997. The Sanitary District has an agreement with the refuse hauler that it will receive 2½% of the commercial refuse fees collected by the hauler (Taormina Industries). This helps to repay the District for administrative costs to administer the contract. When requested by the district, the auditor may be required to examine the records to ensure the 2½% has been correctly reported to the District.

C. Assistance Available to Auditor

1. Garden Grove has a small accounting staff. Because of the small staff, it is difficult to have blocks of time available for audit staff questions. The City staff can prepare reports available on our computer. However, it is important that the request for the report be made in advance of when it is needed so that staff may work the request into their schedule. The auditor's staff many times are requested to pull documents, reproduce documents, and return the documents to where originally located, etc. Since many of the documents that are needed for an audit are also the same ones that are needed by City staff, please ask the audit staff to inform the City staff in charge of the documents where they will be located. If the documents are held for an extended period of time please let City staff know. To save time, staff and auditors should coordinate requests to avoid duplication of effort.
2. The City of Garden Grove will issue representation letters for inventory evaluation, contingent liabilities, potential litigation, cash investment confirmations, etc., if required. Please provide us a list of the required letters before the start of the audit cycle. The City tries to prepare these letters well in advance of the start of the audit. Therefore, the sooner we are given the list of required letters the quicker the letter can be mailed and any corrections completed and the letter mailed again.

D. Summary of Reports to be Prepared by the Auditor

1. Agency audit report with an opinion on compliance. The Auditor shall prepare 20 copies of the Agency schedules and audit reports which should be addressed to the Agency Board. This must be completed and received at the City by October 1. Since there are few Agency Board meetings before the end of the calendar year, this will ensure that the audit can be presented to the Agency Board before the end of the calendar year.

2. Auditor's opinion and management letter for the City's Comprehensive Annual Financial Report (CAFR). These documents will be prepared for the City and include all related activities.

The Management Letter, which will be addressed to the Finance Director, should include a summation statement of audit findings and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions and any other material matter. The estimated cost of implementing any recommendations must be included with each item. (2 copies)

3. Willowick Golf Course audit and management letter (10 copies)
4. Fire Training Authority - Joint Powers Agreement among the cities of Anaheim, Garden Grove, and Orange - audit and management letter. (20 copies)
5. GANN Appropriations Limit (one for the City and one for the Sanitary District)- Review and approve the appropriations limits prepared by the City and used in its various reports. Submit a letter indicating agreement. (2 copies of each)
6. Single Audit Report - includes an audit of all federal funds received, which include Community Development Block Grant, Housing Authority, all applicable capital and operational grants, Joint Training Partnership Act Grant, etc., opinion on compliance, completion of the schedule of federal financial assistance. (50 copies)
7. Payroll Advisory - At times it has been necessary for City staff to seek clarification on new payroll and accounts payable (1099) regulations. We would like a contact person to clarify concerns when these occur.
8. Auditor's opinion and management letter for the City-appointed mobile home park management company. (3 copies)
9. Auditor's opinion and management letter for the Garden Grove Financing Authority. (10 copies)
10. Garden Grove Sanitary District completion of the State Controller's Report, and filing of required state and federal tax forms is also required.
11. A separate audit report for AQMD that is to be completed by December 10 due by February 1 at the State Office. (10 copies).

E. Audit Proposal

For ease of reviewing, your proposal should be set up in the following format:

- Section 1 - Letter of Transmittal (Limit to 2 pages)
- Section 2 - Qualifications of the firm (Limit to 1 page)
(Include experience with GFOA and CSMFO Award Programs)

- Section 3 - Cities currently under contract in California
- Section 4 -
 - a. Redevelopment Agency Experience (1 page)
 - b. Section 8 Housing Experience
- Section 5 - Client References (6 Client references)
- Section 6 - Management Advisory Service capabilities
- Section 7 - Resumes on partner and personnel assigned to audit
 - a. Computer experience of auditor's staff
- Section 8 - Audit Scope and Timing, including:
 - a. Entities included in audits
 - b. That audits will be in accordance with generally accepted auditing standards
 - c. Brief description of audit approach
 - d. Brief description of data processing audit
 - e. Statement that management letters will be issued in connection with each examination
 - f. Timing of interim and year end work
- Section 9 - Discussion of single audits of federal grants, including:
 - a. Detailed description of audit approach on single audits
 - b. Listing of reports to be issued in connection with single audits
 - c. Summary of experience with the single audit
- Section 10 - Anticipated support requirements of City staff
- Section 11 - Fees and Hourly Rates, Including:
 - a. Maximum fees for each of the five years, including a single audit on all federal grants.

Also provide individual cost for each year for:

 - City Audit
 - Agency Audit
 - Housing Audit
 - CDBG Audit
 - Major Capital Grant Audits (Listed by City Fund Title)
 - Single Audit
 - Willowick Golf Course Agreed Upon Procedures
 - GANN Limit
 - City GANN Limit
 - Garden Grove Sanitary District GANN Limit
 - One More Productions Agreed Upon Procedures
 - Fire Training Authority Audit
 - Garden Grove Financing Authority Audit
 - Mobile Home Management Co. Agreed Upon Procedures
 - Refuse Hauler Agreed Upon Procedure
 - Garden Grove Sanitary District Audit
 - State Controllers Report

Filing of tax return for:

 - Garden Grove Improvement Corporation
 - Garden Grove Housing Authority

Garden Grove -Willowick Recreational Facility, Inc.
Garden Grove Financing Authority
Garden Grove Sanitary District Improvement Corp.
Orange County Regional Airport Authority

- b. For additional work beyond the proposal the hourly rates for any partners and staff personnel is required for each of the 5 years of the contract.
- c. Proposed payment schedule

Section 12 - City may require additional services that have not been included in this proposal. These will be subject to additional billing in accordance with Section E 11-b.

F. Audit Firm Certification – To be considered for the proposal the firm must have at least the three criteria listed below.

- 1. Must be Certified Public Accountant
- 2. Must have prior municipal and HUD audit experience
- 3. Must have single audit experience

G. Selection Criteria

- 1. Understanding of the engagement
- 2. Acceptability of audit approach
- 3. Qualifications of firm
- 4. Qualifications of assigned individuals
- 5. Overall fees

H. Proposal Requirement

- 1. Address sealed proposal to:
Sandra Segawa, Purchasing Agent
City of Garden Grove
11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92842
- 2. Persons to contact:
Mr. Kingsley Okereke, Finance Director (714) 741-5060
Mr. Hershal Skidmore, Accounting Manager, (714) 741-5082
11222 Acacia Parkway
P.O. Box 3070
Garden Grove, CA 92840

3. An original and five (5) copies of your proposal should be submitted in a sealed envelope marked **"RFP No. S-1047: Audit Proposal"** to the address outlined in H.1 on or before **4:00p.m. on May 22, 2009.**
4. Include name of firm's representative designated as contact person.
5. Include any other information relevant to your proposal.
6. The City may request an interview with the top three candidates.
7. The City is not liable for costs not shown on the proposal. Any change orders or changes in scope must be submitted in writing and approved before implementation.
8. A formal agreement (copy attached) will be signed at the conclusion of the award process.
9. The City of Garden Grove reserves the right to reject any and all proposals submitted and to request additional information from proposers.

I. Billings

1. To enable the City to internally charge for the audit costs, please itemize costs by:

City Audit
 Agency Audit
 Housing Audit
 CDBG Audit
 Major Capital Grants (List by City Fund Title)
 Single Audit
 Willowick Golf Course Agreed Upon Procedures
 GANN Limit
 City GANN Limit
 Garden Grove Sanitary District GANN Limit
 One More Productions Agreed Upon Procedures
 Fire Training Authority Audit
 Garden Grove Financing Authority Audit
 Mobile Home Management Co. Agreed Upon Proc.
 Refuse Hauler Agreed Upon Procedures
 Garden Grove Community Foundation Agreed Upon Procedures
 Garden Grove Sanitary District
 Audit
 State Controllers Report

By type of tax return

Garden Grove Improvement Corporation
 Garden Grove Housing Authority
 Garden Grove Willowick Recreational Facility, Inc.
 Garden Grove Financing Authority
 Garden Grove Sanitary District Improvement Corp.
 Orange County Regional Airport Authority

ATTACHMENT "B"

SECTION 11

FEES AND HOURLY RATES

The following is our estimate of the hours by professional staff classification required for the audit and single audit:

Professional Hours and Segmentation of Audit

	<u>Interim</u>	<u>Final</u>	<u>Total</u>	<u>Percentage</u>
Partner	20	30	50	8%
Manager	30	40	70	12%
Senior	80	140	220	37%
Staff Auditor	<u>80</u>	<u>180</u>	<u>260</u>	<u>43%</u>
Total	210	390	600	100%

The total all-inclusive maximum price for each year is shown below, including any out-of-pocket expenses.

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
City Audit	\$ 20,100	20,500	20,910	21,330	21,760
Agency Audit	10,000	10,200	10,400	10,610	10,820
Housing Audit	5,000	5,100	5,200	5,300	5,410
CDBG Audit	<i>incl in single audit</i>				
Major Capital Grant Audits	<i>incl in single audit</i>				
Single Audit	3,000	3,060	3,120	3,180	3,240
Willowick Golf Course	2,000	2,040	2,080	2,120	2,160
GANN Limit:					
City GANN Limit	800	820	840	860	880
Sanitary District GANN	600	610	620	630	640
One More Productions	1,000	1,020	1,040	1,060	1,080
Fire Training Authority	4,000	4,080	4,160	4,240	4,320
Financing Authority	4,000	4,080	4,160	4,240	4,320
Mobile Home Management	2,000	2,040	2,080	2,120	2,160
Refuse Hauler	1,000	1,020	1,040	1,060	1,080
Garden Grove Sanitary Dist:					
Audit	5,000	5,100	5,200	5,300	5,410
State Controller's Report	1,200	1,220	1,240	1,260	1,290
Tax Returns:					
Improvement Corp	800	820	840	860	880
Housing Authority	800	820	840	860	880
Recreational Facility	800	820	840	860	880
Financing Authority	800	820	840	860	880
Sanitary District Improv	800	820	840	860	880
Regional Airport Authority	<u>800</u>	<u>820</u>	<u>840</u>	<u>860</u>	<u>880</u>
Total	<u>\$ 64,500</u>	<u>65,810</u>	<u>67,130</u>	<u>68,470</u>	<u>69,850</u>

ATTACHMENT "B"

If additional time is needed for us to assist the City in the resolution or investigation of accounting errors, discrepancies, or reconciliation issues, assistance in the preparation of year end schedules, or to reflect in our workpapers entries made after the start of the audit, we will perform such additional work at our standard hourly rates indicated below.

<u>Classification</u>	<u>Standard Hourly Rate</u>	<u>Discount</u>	<u>Discounted Hourly Rate</u>
Shareholder	\$325	\$135	\$180
Manager	180	60	120
Senior Auditor	125	25	100
Associate Auditor	95	10	85

We plan to bill 25% of the audit cost after the completion of the interim fieldwork and the remaining cost monthly from September through the completion of the audit based on actual time incurred.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Moss, Levy, & Hartzheim, LLP

Rater's Name: *HENRIK SKIDMORE*

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

<u>Points</u>	<u>Rating</u>	<u>Basis of Rating</u> conformance with
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0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

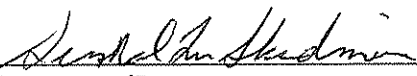
Moss, Levy, & Hartzheim, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		233
2. Qualifications of Proposer	30	x	7	=	210
3. Technical Requirements	35	x	8	=	280
Overall Score	100	x		=	723

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 723, which is consistent with the rating scale.

Rater: 
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

This firm has good qualifications and experience but less than others.

3. DESIGN SCHEDULE AND PLAN

Met our schedule but their plan was not as complete and did not reflect our requirements as well as others

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Sotomayor & Associates, LLP

Rater's Name: *HERSHEL SKIDMORE*

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

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EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

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Price

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Qualifications of Proposer

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- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

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EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

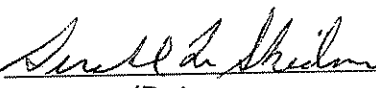
Sotomayor & Associates, LLP

RATING SCALE

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Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		96
2. Qualifications of Proposer	30	x	3	=	90
3. Technical Requirements	35	x	4	=	135
Overall Score	100	x		=	321

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 321, which is consistent with the rating scale.

Rater:  6/19/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

Lacks governmental and city audit experience. His staff is less experienced in the audit areas than the other firms.

3. DESIGN SCHEDULE AND PLAN

The plan did not meet our needs or requirements. It reflected his lack of governmental audit experience.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Macias Gini & O'Connell, LLP

Rater's Name: HERSHALL SKIDMORE

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

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EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

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Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
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- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

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EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

Macias Gini & O'Connell, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		289
2. Qualifications of Proposer	30	x	9	=	270
3. Technical Requirements	35	x	10	=	350
Overall Score	100	x		=	909

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 909, which is consistent with the rating scale.

Rater: Hershal Skidmore 4/19/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

The staff has excellent qualifications with many years experience in city and governmental auditing.

3. DESIGN SCHEDULE AND PLAN

They have presented and excellent plan and schedule. Their plan and schedule meets our requirements and the needs of the City.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Mayer Hoffman McCann P.C.

Rater's Name: HENRY SKIDMORE

SCORING DETERMINATION GUIDELINES

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Price

35%

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Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
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- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

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EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

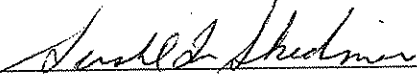
NAME OF PROPOSER: **Mayer Hoffman McCann P.C.**

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	10		350
2. Qualifications of Proposer	30	x	9	=	270
3. Technical Requirements	35	x	8	=	280
Overall Score	100	x		=	900

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 900, which is consistent with the rating scale.

Rater: 
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

Has a contract with 51 Cities. Well qualified staff with both governmental audit experience and state wide training on GASB issues.

3. DESIGN SCHEDULE AND PLAN

Has local offices. Their plan is complete and shows a complete understanding of our requirements and needs.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Moss, Levy, & Hartzheim, LLP

Rater's Name: *ANAND RAO*

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Project Plan

35%

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EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER: **Moss, Levy, & Hartzheim, LLP**

RATING SCALE

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1. Price	35	x	---		233
2. Qualifications of Proposer	30	x	5	=	150
3. Technical Requirements	35	x	6	=	210
Overall Score	100	x		=	

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of _____, which is consistent with the rating scale.

Rater:  6/17/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

*experience with different clients and services performed
could have been slightly more detailed.*

3. DESIGN SCHEDULE AND PLAN

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Macias Gini & O'Connell, LLP

Rater's Name: *ANAND RAO*

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Project Plan

35%

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CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

Macias Gini & O'Connell, LLP

RATING SCALE

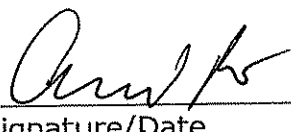
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Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		289
2. Qualifications of Proposer	30	x	4.7	=	210
3. Technical Requirements	35	x	4.6	=	210
Overall Score	100	x		=	

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of _____, which is consistent with the rating scale.

Rater:

Signature/Date

 6/17/09

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

3. DESIGN SCHEDULE AND PLAN

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
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SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Mayer Hoffman McCann P.C.

Rater's Name: AMAND RAO

SCORING DETERMINATION GUIDELINES

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Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:


Mayer Hoffman McCann P.C.

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	10		350
2. Qualifications of Proposer	30	x	7	=	210
3. Technical Requirements	35	x	6	=	210
Overall Score	100	x		=	

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of _____, which is consistent with the rating scale.

Rater:  6/17/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

3. DESIGN SCHEDULE AND PLAN

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Sotomayor & Associates, LLP

Rater's Name: *ANAND RAO*

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

<u>Points</u>	<u>Rating</u>	<u>Basis of Rating</u> conformance with
9 - 10	Exceptional response	Contractor's proposal indicates exceptional response to stated requirements and conformance with in terms of competence, analytical work and efficient use of resources. It also shows exceptional use of those attributes within proposed team structure.
7 - 8	Exceeds Standard	Contractor's proposal exceeds the stated standards and requirements in terms of competence, analytical work and efficient use of resources. It also exceeds use of those attributes within proposed team structure.
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1 - 2	Limited Response	Contractor's proposal indicates limited response to stated requirements in terms of competence, analytical work and efficient use of resources. It also shows limited response to those attributes within proposed team structure.
0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

Sotomayor & Associates, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		96
2. Qualifications of Proposer	30	x	4	=	120
3. Technical Requirements	35	x	4	=	140
Overall Score	100	x		=	

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of _____, which is consistent with the rating scale.

Rater:  6/17/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

LIMITED TO NO GOVT. EXPERIENCE
DISPLAYED.

3. DESIGN SCHEDULE AND PLAN

Plan needs more details

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

CITY OF ANAHEIM

JUN 08 2009

**ASSISTANT
FINANCE DIRECTOR**

Name of Firm Rated: Moss, Levy, & Hartzheim, LLP

Rater's Name:

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

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0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

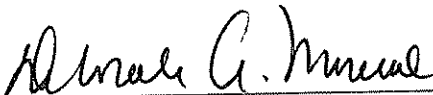
Moss, Levy, & Hartzheim, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		233
2. Qualifications of Proposer	30	x	6	=	180
3. Technical Requirements	35	x	6	=	210
Overall Score	100	x		=	623

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 623, which is consistent with the rating scale.

Rater: 
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

N/A

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

Proposal indicated recent relevant experience with other local governments but did not indicate the type of engagement.

3. DESIGN SCHEDULE AND PLAN

Proposal meets required specifications and provided all required information.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Sotomayor & Associates, LLP

Rater's Name:

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

<u>Points</u>	<u>Rating</u>	<u>Basis of Rating</u> conformance with
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0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

Sotomayor & Associates, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		96
2. Qualifications of Proposer	30	x	2	=	60
3. Technical Requirements	35	x	2	=	70
Overall Score	100	x		=	226

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 226, which is consistent with the rating scale.

Rater: Hershal G. Skidmore
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

N/A

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

Did not demonstrate recent relevant experience. Did not provide references for government clients.

3. DESIGN SCHEDULE AND PLAN

Did not provide responses related to Redevelopment Agency and Section 8 Housing experience or anticipated support requirements of City Staff.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Macias Gini & O'Connell, LLP

Rater's Name:

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

<u>Points</u>	<u>Rating</u>	<u>Basis of Rating</u> conformance with
9 - 10	Exceptional response	Contractor's proposal indicates exceptional response to stated requirements and conformance with in terms of competence, analytical work and efficient use of resources. It also shows exceptional use of those attributes within proposed team structure.
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1 - 2	Limited Response	Contractor's proposal indicates limited response to stated requirements in terms of competence, analytical work and efficient use of resources. It also shows limited response to those attributes within proposed team structure.
0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

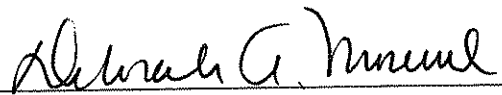
Macias Gini & O'Connell, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		289
2. Qualifications of Proposer	30	x	6	=	180
3. Technical Requirements	35	x	6	=	210
Overall Score	100	x		=	679

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 679, which is consistent with the rating scale.

Rater: 
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

N/A

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

Proposal indicated recent relevant experience, however, only 3 references were provided.

3. DESIGN SCHEDULE AND PLAN

Proposal meets required specifications and provided all required information.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Mayer Hoffman McCann P.C.

Rater's Name:

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

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0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
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EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

Mayer Hoffman McCann P.C.

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	10		350
2. Qualifications of Proposer	30	x	8	=	240
3. Technical Requirements	35	x	8	=	280
Overall Score	100	x		=	870

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 870, which is consistent with the rating scale.

Rater: 
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

N/A

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

Proposal clearly identified recent relevant experience (by engagement type) for other local governments. Additionally, staff experience was clearly demonstrated.

3. DESIGN SCHEDULE AND PLAN

Proposal meets required specification and further identifies considerations for new accounting standards. Proposal was clearly organized in manner requested.

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Moss, Levy, & Hartzheim, LLP

Rater's Name: *Jeri Washle*

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

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0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER: **Moss, Levy, & Hartzheim, LLP**

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		233
2. Qualifications of Proposer	30	x	9	=	270
3. Technical Requirements	35	x	6	=	210
Overall Score	100	x		=	713

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 713, which is consistent with the rating scale.

Rater: J. Wall 6/16/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

32 years experience
41 current recently complete audit, 30 are under current contract
22 GFOA or CSMFO awards on current contracts -
All staff accountants have 1 year of govt experience - will not leave staff
as part of the audit
Audit partner - 25 years govt
Manager - 6 years govt
Sr. Acct - 6 years govt
Sr. Acct - 4 years govt
Staff - 1 - 3 years govt
Govt audit reference doing business w/ 5-15 years

3. DESIGN SCHEDULE AND PLAN

audit scope as outlined in scope of work
appear that costs for Cable Corp audit? AUP for Stuart Rd / Rose Garden
meeting
does not provide management advisory services (how does this impact
questions during the year)

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Mayer Hoffman McCann P.C.

Rater's Name:

Jeri Washle

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

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0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
- Do the proposed auditing services meet the required specification and objectives of the City?
- Is the proposal complete and does it include all requirements outlined in the Contents of Proposal?

EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER: **Mayer Hoffman McCann P.C.**

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	10		350
2. Qualifications of Proposer	30	x	9	=	270
3. Technical Requirements	35	x	6	=	210
Overall Score	100	x		=	830

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 830, which is consistent with the rating scale.

Rater: *S. Skidmore* 6/16/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

35 year experience as a firm
reference - no time frame of how long a client
51 current clients
Partner 12 years
manager 9 years
Sr. 3 years
all staff assigned have appropriate CMAA CPE
no computer experience mentioned

3. DESIGN SCHEDULE AND PLAN

missing AQMD pricing
included all information except 7a computer experience - none?
all staff on audit are trained in joint
lots of additional management advisory services capabilities
all other information included

RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Macias Gini & O'Connell, LLP

Rater's Name: *Jeri Washell*

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

<u>Points</u>	<u>Rating</u>	<u>Basis of Rating</u> conformance with
9 - 10	Exceptional response	Contractor's proposal indicates exceptional response to stated requirements and conformance with in terms of competence, analytical work and efficient use of resources. It also shows exceptional use of those attributes within proposed team structure.
7 - 8	Exceeds Standard	Contractor's proposal exceeds the stated standards and requirements in terms of competence, analytical work and efficient use of resources. It also exceeds use of those attributes within proposed team structure.
5 - 6	Competent	Contractor's proposal indicates meeting the stated requirements in terms of competence, analytical work and efficient use of resources. It also shows competent use of those attributes within proposed team structure.
3 - 4	Below Standards	Contractor's proposal indicates below standards stated requirements in terms of competence, analytical work and efficient use of resources. It also shows below standards with use of those attributes within proposed team structure.
1 - 2	Limited Response	Contractor's proposal indicates limited response to stated requirements in terms of competence, analytical work and efficient use of resources. It also shows limited response to those attributes within proposed team structure.
0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
- Were references provided and verified with positive feedback?
- Does the proposing company have current or past experience with other local government agencies or companies for auditing services?
- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

- Has the proposer demonstrated an understanding of the RFP and providing auditing services to the City as outlined in the Scope of Work?
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EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
SELECTION RATING SHEET

Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

Macias Gini & O'Connell, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		289
2. Qualifications of Proposer	30	x	8	=	240
3. Technical Requirements	35	x	6	=	210
Overall Score	100	x		=	739

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 739, which is consistent with the rating scale.

Rater: J Washle 6/16/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

only listed 3 references not the six requested
in business for 22 years
6/30/07 client that applied for GFOA CSMFO award received it
current clients in CA - 12
all reference did business for 5 years or less
Partner - 25 years
Manager - 6 years
Sr. - 2 years

no staff resumes - staff experience
met CPE requirements

3. DESIGN SCHEDULE AND PLAN

missing 3 references - error or don't have to mention
no mention of computer experience of audit staff
or an expert for computer system testing

good mgmt advisory services

missing fees? cable & Stuart dr/rose garden project

RFP No. S-1047

**City of Garden Grove Annual Audit for the Five Fiscal Years
2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.**

SSC Evaluation Interview

June 5, 2009

Name of Firm Rated: Sotomayor & Associates, LLP

Rater's Name: *Jeri Washke*

SCORING DETERMINATION GUIDELINES

The following quality point rating shall be used in the ranking of proposals unless indicated otherwise on evaluation sheets. Scores should be placed on the Evaluation Work Forms included herein. Source Selection Committee (SSC) members should rank the proposers from exceptional to unsatisfactory. The intent is to have the SSC members determine which company will be able to provide the best performance according to the scope of work among the companies being evaluated.

<u>Points</u>	<u>Rating</u>	<u>Basis of Rating</u> conformance with
9 - 10	Exceptional response	Contractor's proposal indicates exceptional response to stated requirements and conformance with in terms of competence, analytical work and efficient use of resources. It also shows exceptional use of those attributes within proposed team structure.
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0	Unsatisfactory Response	Proposal failed to accomplish a minimum level of acceptance.

EVALUATION OF RFP No. S-1047

City of Garden Grove Annual Audit for the Five Fiscal Years 2009-10, 2010-11, 2011-12, 2012-13, and 2003-14.

EVALUATION CRITERIA

Price

35%

- Has the proposer provided complete pricing as outlined on Page 25, Sections 11 and 12 of the Scope of Work?

Qualifications of Proposer

30%

- Does the proposing company have a demonstrated record of providing successful auditing services?
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- Does the experience of the staff assigned to the project meet the needs of the City?

Project Plan

35%

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EVALUATION SUMMARY FORM
CITY OF GARDEN GROVE
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Provide Transportation Services for the City of Garden Grove Senior Mobility
Program

RFP No. S-1047

Contract Administrator
Project Mgr.

Sandra Segawa
Hershal Skidmore

RATER'S NAME:

NAME OF PROPOSER:

Sotomayor & Associates, LLP

RATING SCALE

Use one form to compile the rating for each proposer. Rate the proposer from 1 - 10 on each criterion as they and their proposal relate to the work. NOTE: The attached narrative section must also be completed to support the evaluator's scoring for each proposal.

Criteria	Weight	x	Rating	=	Score
1. Price	35	x	---		96
2. Qualifications of Proposer	30	x	4	=	120
3. Technical Requirements	35	x	4	=	140
Overall Score	100	x		=	356

3. I have rated the above Proposer's ability to perform the subject service according to the listed criteria and weights and calculated an overall score of 356, which is consistent with the rating scale.

Rater: J Washly 6/16/09
Signature/Date

NARRATIVE SECTION

1. COST PROPOSAL

2. QUALIFICATIONS/ EXPERIENCE OF FIRM

new in the govt audit field

All references are non govt

only one staff has local govt experience

does not appear to have CPE in govt - required minimum

3. DESIGN SCHEDULE AND PLAN

none of the references are govt clients

missing pricing on AQMD