



# CITY OF ORLANDO

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March 25, 2015

## **MEMORANDUM**

TO: David Billingsley, Chief Procurement Officer

FROM: Karen Elzy, Senior Purchasing Agent

SUBJECT: RFP15-0074, Internal Audit Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of March 11, 2015.

Approved:

A handwritten signature in black ink, appearing to be "David Billingsley", written over a horizontal line.

### **PROCUREMENT AND CONTRACTS DIVISION**

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990  
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

**ADVISORY COMMITTEE MEETING MINUTES**  
**RFP15-0074**  
**for**  
**Internal Audit Services**  
**Wednesday, March 11, 2015**  
**4th Floor, Dolphin Conference Room**  
**3:00 PM**

1st Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0074

**Committee Members Present:**

George McGowan, Chair, Office of Audit Services and Management Support  
Redwan (Rosa) Akhtarhvari, Technology Management Division  
Robert Visser, Public Works Department  
Doug Horner, Office of Business and Financial Services  
Mike Rhodes, Code Enforcement Division

**Committee Members Absent:**

None

**Other City Personnel Present:**

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division (Facilitator)  
Cynthia Jordan, Procurement and Contracts Division  
Dawn Chin Shue, Minority/Women Business Enterprise

**Actions/Discussion/Motions:**

Ms. Elzy called the meeting to order at 3:05 p.m. and took the following actions:

- 1) Advised that the meeting was being recorded.
- 2) Indicated the date, time and purpose of the meeting and that it was posted by the City Clerk more than forty-eight (48) hours in advance.
- 3) Introduced herself and asked all in attendance to introduce themselves.
- 4) Advised the Committee that a quorum was established.
- 5) Asked if there were any questions regarding the Advisory Committee Rules sent to the Committee members in advance of the meeting.

Ms. Elzy explained that State law section 286.0114 requires all local government boards and committees, such as this Procurement Advisory Committee, provide an opportunity for reasonable public input prior to taking official action on any item with the exception of administrative items such as approval of minutes. There were no members of the public present throughout the meeting.

Ms. Elzy indicated that there were 8 proposals submitted in response to this solicitation. Those firms submitting proposals are as follows:

1. Cherry Bekaert LLP
2. Averett Warmus Durkee, P.A.
3. Securance LLC
4. McGladrey LLP
5. Sunera LLC
6. KPMG LLP
7. Protiviti Inc.
8. Carr, Riggs & Ingram, LLC

Ms. Elzy indicated that it appeared that all Proposers met the Minimum Mandatory Requirements.

Ms. Elzy asked the Committee if Procurement should run D&B reports (indicating that there is a cost of approximately \$100 each to the using agency.) All Committee Members agreed that D&B Reports are not needed.

Ms. Elzy distributed to the Committee a Client References Recap for their review.

Ms. Chin Shue, M/WBE representative, gave the committee a recap of M/WBE participation and explained the form and responses to the Committee. Attached is the MWBE Participation Summary. Discussion ensued.

Ms. Elzy distributed a calculated hourly rate spreadsheet for the Performance Compliance Audit, Information Technology Audit, and Specialist Audit groups as per the Price Proposal

General discussion ensued.

The Committee discussed oral presentations. All committee members agreed to shortlist.

An error was noticed in the Information technology Audit calculated hourly rate spreadsheet. Ms. Elzy distributed a corrected spreadsheet to each committee member.

Ms. Elzy distributed the scoring sheets to each Committee member for the Performance Compliance Audit group, Information Technology Audit group and the Specialist Audit group separately. Each member individually completed his/her scoring sheets and returned them to Ms. Elzy for verification.

A motion was made by Mr. Visser and seconded by Mr. Rhodes for Ms. Elzy to verify the scoring sheets, tally the scores, reconvene the Committee at a later date, and for Ms. Elzy to report the rankings to the Committee at the next committee meeting. Discussion ensued. The motion passed unanimously.

A motion was made by Ms. Akhtarhavori, seconded by Mr. Horner for Ms. Elzy to weight the total scores 45% for the Performance Compliance Audit group, 45% for the Information Technology Audit group, and 10% for the Specialist Audit group against the total evaluation criteria points and report the totals to the Committee at the next committee meeting.

A motion was made by Mr. McGowan, seconded by Mr. Horner to adjourn the meeting. The

Meeting ended at 4:54 p.m.

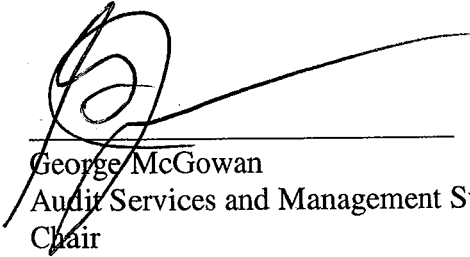
These minutes are considered to be the official minutes of the RFP15-0074 Committee Meeting held on March 11, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Karen Elzy  
Procurement & Contracts Division  
Assigned Procurement Representative

Reviewed and Accepted by:

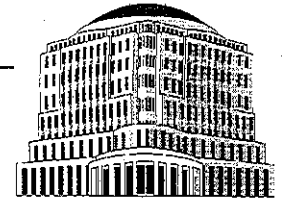


George McGowan  
Audit Services and Management Support  
Chair

Attachment(s): Sign-in Sheets  
M/WBE Participation Summary  
Calculated Hourly Rate Spreadsheets

# CITY OF ORLANDO

## Procurement & Contracts Division Committee Meeting Sign-In Sheet



Date: 3/11/15	Time: 3:00 p.m.	Bid Number: RFP15-0074	Location: City of Orlando, Procurement and Contracts Division, 400 S. Orange Avenue, 4 <sup>th</sup> Floor, Orlando, FL 32802
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Title: INTERNAL AUDIT SERVICES

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE PLEASE PRINT FULL NAME & PROVIDE SIGNATURE	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 <sup>th</sup> Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	Karen.Elzy@cityoforlando.net	(407) 246-2368	(407) 246-2869
City of Orlando, Office of Audit Services & Management Support	George McGowan, Chair 			
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHUE 			
Office of Business and Financial Services	Doug Horner 			
Public Works City of Orlando	Robert Visser 	robert.visser@cityoforlando.net	ext 2768	

NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

### PROCUREMENT AND CONTRACTS DIVISION

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Title: INTERNAL AUDIT SERVICES			

COMPANY NAME & ADDRESS (BY PHONE NUMBER)	COMPANY REPRESENTATIVE PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Rosa Akhtarkhavar Technology Mgmt	City of Orlando	Rosa@CityofOrlando.net	2124	
CODE ENFORCEMENT MIKE RHODES	11 11	mike.rhodes@cityof orlando.net	3331	Do they still make these

NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

# MINORITY BUSINESS ENTERPRISE

PROJECT: Internal Audit Services RFP 15-0074

MBE GOAL: 18% WBE GOAL: 6%

PURCHASING AGENT: Karen Elzy

DATE:3/11/2015

The following are 8 the firms that submitted RFP.

## 1) Averett Warmus Durkee

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

## 2) Carr, Riggs & Ingram ( CRI )

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
Carolyn Binder, CPA, LLC	WBE	10%	Provide fieldwork for the performance and compliance audits
<b>TOTAL WBE PARTICIPATION</b>		<b>10%</b>	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED  
MBE GOAL NOT MET

## 3) Cherry Bekaert

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

4) KPMG

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
Carolyn Binder, CPA, LLC.	WBE	24%	Assist in field work, data collection, analysis, reporting and meetings as applicable.
<b>TOTAL WBE PARTICIPATION</b>		<b>24%</b>	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED  
MBE GOAL NOT MET

5) McGladrey

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
Carolyn Binder, CPA, LLC.	WBE	24%	Will be an integral part of project scoping and execution. Will augment McGladreys supervisory team on audits for which she has relevant expertise.
<b>TOTAL WBE PARTICIPATION</b>		<b>24%</b>	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED  
MBE GOAL NOT MET

6) Protiviti

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
Carolyn Binder, CPA, LLC.	WBE	10%	
<b>TOTAL WBE PARTICIPATION</b>		<b>10%</b>	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED  
MBE GOAL NOT MET

Stated: Specific work and % utilization will depend on scope of internal projects requested and technical skills required.



7) Securance Consulting

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

8) Sunera, LLC

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
<b>TOTAL WBE PARTICIPATION</b>		<b>0%</b>	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

**\* This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**

**Group I: Performance Compliance  
Audit**

Purchasing Agent:  
Karen Elzy

	<b>Cherry Bekaert LLP</b>	<b>Averett Warmus Durkee, P.A.</b>	<b>Securance LLC</b>	<b>McGladrey LLP</b>	<b>Sunera LLC</b>	<b>KPMG LLP</b>	<b>Protiviti Inc.</b>	<b>Carr, Riggs &amp; Ingram, LLC</b>
<b>Professional Classification</b>	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Principal/Director/Partner	\$ 240.00	\$ 240.00	N/A	\$ 220.00	\$ 155.00	\$ 275.00	\$ 292.00	\$ 275.00
Senior Manager	\$ 175.00	\$ 210.00	N/A	\$ 190.00	\$ 155.00	\$ 225.00	\$ 220.00	\$ 185.00
Manager	\$ 165.00	\$ 190.00	N/A	\$ 165.00	\$ 140.00	\$ 195.00	\$ 200.00	\$ 160.00
Senior Auditor	\$ 120.00	\$ 160.00	N/A	\$ 125.00	\$ 115.00	\$ 175.00	\$ 155.00	\$ 125.00
Staff Auditor	\$ 100.00	\$ 140.00	N/A	\$ 85.00	\$ 95.00	\$ 125.00	\$ 115.00	\$ 100.00
<b>Calculated Average Hourly Rate</b>	160.00	188.00	N/A	157.00	132.00	199.00	196.40	\$ 169.00
<b>Score: Calculated lowest proposed average hourly rate divided by Average Hourly Rate X 25 points</b>	21	18	N/A	21	25	17	17	20

# Group II: Information Technology Audit

Purchasing Agent:  
Karen Elzy

\*Corrected

	<b>Cherry Bekaert LLP</b>	<b>Averett Warmus Durkee, P.A.</b>	<b>Securance LLC</b>	<b>McGladrey LLP</b>	<b>Sunera LLC</b>	<b>KPMG LLP</b>	<b>Protiviti Inc.</b>	<b>Carr, Riggs &amp; Ingram, LLC</b>
<b>Professional Classification</b>	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Principal/Director/Partner	\$ 260.00	\$ 240.00	\$ 128.00	\$ 250.00	\$ 165.00	\$ 285.00	\$ 292.00	\$ 275.00
Senior Manager	\$ 185.00	\$ 210.00	\$ 128.00	\$ 220.00	\$ 165.00	\$ 250.00	\$ 220.00	\$ 185.00
Manager	\$ 175.00	\$ 190.00	\$ 128.00	\$ 190.00	\$ 145.00	\$ 195.00	\$ 200.00	\$ 160.00
Senior Auditor	\$ 135.00	\$ 160.00	\$ 128.00	\$ 140.00	\$ 125.00	\$ 175.00	\$ 155.00	\$ 125.00
Staff Auditor	\$ 110.00	\$ 140.00	\$ 128.00	\$ 110.00	\$ 110.00	\$ 125.00	\$ 115.00	\$ 100.00
<b>Calculated Average Hourly Rate</b>	<b>\$ 173.00</b>	<b>\$ 188.00</b>	<b>\$ 128.00</b>	<b>\$ 182.00</b>	<b>\$ 142.00</b>	<b>\$ 206.00</b>	<b>\$ 196.40</b>	<b>\$ 169.00</b>
<b>Score: Calculated lowest proposed average hourly rate divided by Average Hourly Rate X 25 points</b>	18	17	25	18	23	16	16	19

Group III: Specialist Audit

Purchasing Agent:  
Karen Elzy

	<b>Cherry Bekaert LLP</b>	<b>Averett Warmus Durkee, P.A.</b>	<b>Securance LLC</b>	<b>McGladrey LLP</b>	<b>Sunera LLC</b>	<b>KPMG LLP</b>	<b>Protiviti Inc.</b>	<b>Carr, Riggs &amp; Ingram, LLC</b>
<b>Professional Classification</b>	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Principal/Director/Partner	\$ 395.00	\$ 240.00	N/A	\$ 240.00	\$ 180.00	\$ 285.00	\$ 292.00	\$ 275.00
Senior Manager	\$ 240.00	\$ 210.00	N/A	\$ 200.00	\$ 165.00	\$ 250.00	\$ 220.00	\$ 185.00
Manager	\$ 225.00	\$ 190.00	N/A	\$ 180.00	\$ 150.00	\$ 195.00	\$ 200.00	\$ 160.00
Senior Auditor	\$ 185.00	\$ 160.00	N/A	\$ 135.00	\$ 130.00	\$ 175.00	\$ 155.00	\$ 125.00
Staff Auditor	-	\$ 140.00	N/A	\$ 100.00	\$ 105.00	\$ 125.00	\$ 115.00	\$ 100.00
<b>Calculated Average Hourly Rate</b>	\$ 261.25	\$ 188.00	N/A	\$ 171.00	\$ 146.00	\$ 206.00	\$ 196.40	\$ 169.00
<b>Score: Calculated lowest proposed average hourly rate divided by Average Hourly Rate X 25 points</b>	14	19	N/A	21	25	18	19	22