




# CITY OF ORLANDO

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April 20, 2015

## MEMORANDUM

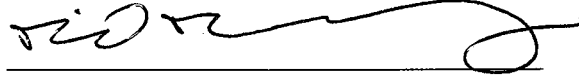
TO: David Billingsley, Chief Procurement Officer

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 April 9, 2015.

Approved:

A handwritten signature in black ink, appearing to read "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](http://CityofOrlando.net) • [esupplier.cityoforlando.net](mailto:esupplier.cityoforlando.net)

**ADVISORY COMMITTEE MEETING MINUTES**  
**RFP15-0074**  
**for**  
**Internal Audit Services**  
**Thursday, April 9, 2015**  
**4th Floor, Dolphin Conference Room**  
**8:30 AM**

3<sup>rd</sup> 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 (arrived 8:45 a.m.)

**Committee Members Absent:**

None

**Other City Personnel Present:**

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

**Actions/Discussion/Motions:**

Ms. Elzy called the meeting to order at 8:38 a.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) Advised the Committee that a quorum was established.
- 4) There were no members of the public present throughout the meeting.

A motion was made by Ms. Akhtarhvari, seconded by Mr. McGowan, to accept the minutes of the 2<sup>nd</sup> Committee Meeting on April 1, 2015 as presented. Discussion ensued. Motion carried unanimously.

Advisory Committee was reconvened to discuss and clarify a motion of recommendation of the ranking that was made at the 2<sup>nd</sup> advisory committee meeting on April 1, 2015. The Committee reviewed the rankings as follows. Discussion ensued.

#### Performance and Compliance Audits

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

#### Information Technology Audits

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

#### Specialist Audits

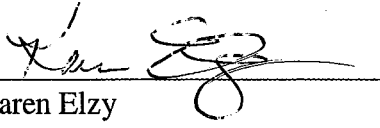
1. McGladrey LLP
2. KPMG LLP
3. Protiviti Inc.
4. Sunera LLC
4. Carr, Riggs & Ingram, LLC
6. Averett Warmus Durkee, P.A.
7. Cherry Bekaert LP
8. Securance LLC

A motion was made by Mr. McGowan and seconded by Ms. Akhtarhvari to accept the rankings and evaluation of the Proposals, and recommend to City Council that the Chief Procurement Officer negotiate contracts with McGladrey LLP, KPMG LLP, and Securance LLC as the top two ranked firms within each category as indicated, and if unsuccessful, negotiate with the next ranked firm within the category until successful. Discussion ensued. The motion passed unanimously.

A motion was adjourned at 8:55 a.m.

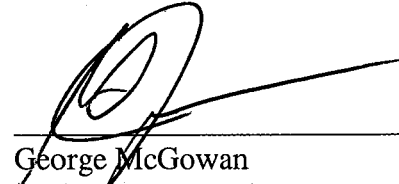
These minutes are considered to be the official minutes of the RFP15-0074 Committee Meeting held on April 9, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Karen Elzy  
Procurement & Contracts Division  
Assigned Procurement Representative

Reviewed and Accepted by:

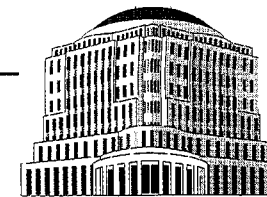


George McGowan  
Audit Services and Management Support  
Chair

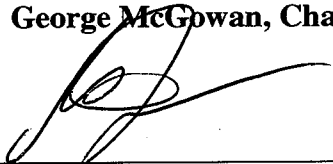
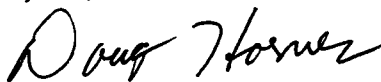

Attachment(s): Sign-in Sheets

# CITY OF ORLANDO

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



Date: 4/9/15	Time: 8:30 a.m.	Bid Number: RFP15-0074	Location: City of Orlando, 400 S. Orange Avenue, Dolphin Conference, 4 <sup>th</sup> Floor, Orlando, FL 32802
Title: INTERNAL AUDIT SERVICES			

		EMAIL ADDRESS	PHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 <sup>th</sup> Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	<u>Karen.Elzy@cityoforlando.net</u>	(407) 246-2368	(407) 246-2869
City of Orlando, Office of Audit Services & Management Support	George McGowan, Chair 	George.McGowan@ cityoforlando.net	407 246 3083	
City of Orlando OBFS	Doug Horner 	douglas.horner @ cityoforlando.net	246-2566	
City of Orlando IT	Rosa Akhtar Khari	Rosa@cityoforlando.net	2124	
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHUE 			

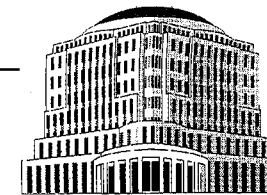
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### PROCUREMENT AND CONTRACTS DIVISION

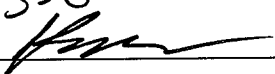
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Title: INTERNAL AUDIT SERVICES			

	COMPANY REPRESENTATIVE (PLEASE PRINT LAST NAME & SIGNATURE)	EMAIL ADDRESS (IMPORTANT) (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando Public Works	Rob Visser 	robert.visser@cityoforlando.net		
"CODE ENFORCEMENT"	MIKE RHODES	mike.rhodes@cityoforlando.net	3331	

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