

**Carson City Audit Committee
Agenda Report**

Date Submitted: November 21, 2011 **Agenda Date Requested:** November 29, 2011

To: Audit Committee

From: Michael Bertrand, Chairman

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

Type of Action Requested: (check one)

() Resolution () Ordinance
() Formal Action/Motion () Other (Specify)

Does This Action Require A Business Impact Statement: () Yes () No

Recommended Committee Action: To be determined by the Committee.

Explanation for Recommended Committee Action: N/A

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

Fiscal Impact: None

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: None

Supporting Material: Score sheets

Prepared By: Janet Busse, Office Supervisor

Board Action Taken:

Motion: _____

Member	Aye/Nay
--------	---------

1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____

(Vote Recorded By)

Scale for SOQ

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

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