



Results

Audit Services #1012

City staff will submit a recommendation to the City Council requesting they award the work specified in solicitation **#1012** entitled **Audit Services** issued November 14, 2018 to **SIKICH LLP**. This request will be presented to the Government Operations Committee on January 7th, and expected to be approved by City Council on January 22, 2019.

1. Evaluation Process

- 1) An evaluation team reviewed all proposals based on weighted requirements. The evaluation team was composed of the Director of Finance, Assistant Director of Finance, Senior Accountant and Procurement Division Manager.
- 2) Proposals were reviewed for compliance, and if compliant, were deemed responsive.
 - i. Responsive proposals are inclusive of, but not restricted to: received prior to the due date and time, completed as stated in the solicitation request, inclusive of all requirements, able to meet delivery requirements, accepting of all contract terms and conditions.
 - ii. The degree to which a proposal meets the requirements is determined solely on the judgment of the Procurement Division Manager.
- 3) Proposer Qualifications were reviewed, and if qualified, were deemed responsible.
- 4) Proposals deemed both Responsive and Responsible were reviewed by the evaluation committee. The committee utilized the below criteria and weights when reviewing proposals.
 - Technical Proposal 45%
 - Sample of Work 10%
 - Implementation Plan 10%
 - References 5%
 - Cost 30%
 - i. The City did not need to seek clarification of proposals.
- 5) Proposed Fees were analyzed for totality of costs.
- 6) Interviews were not deemed necessary.
- 7) The City's determination of award for best overall value considered the following non-exclusive list: available project management resources, soft costs of contract management; and utilization of city resources.

B) Basis of Award

- 1) Award was based on the best overall value to the City; and deemed most advantageous to the City, based on the totality of lawful considerations, price and other factors considered.
- 2) While numeric evaluations may have been used in some aspects of the process to identify strengths and weaknesses of proposals, and to establish a ranking, the final decision was a business decision by the City and not based on a numerical score. A recommendation to award will document the basis for the award decision.

The City wishes to thank all Proposers for participating in this solicitation. The City recognizes and appreciates the time and effort your firm put into preparing and submitting your proposal. The City invites you to respond to future solicitations which are posted on the City's website at <https://www.stcharlesil.gov>.

The City of St. Charles is looking for ways to reduce costs and create better returns for our investments. Please advise the City if you have any suggestions that can provide: cost savings; quality improvements; improved resource utilization; versatility; standardization; modification in delivery; inventory or consignment practices; value analysis; or other.