



Assignment: Sub-Committee to explore having a standing contract with a professional evaluation firm or an individual consultant to work on a few short-term studies (1-2 months).

Goal: Create an opportunity for the Audit Committee to be nimble and more responsive in addressing issues and questions that arise out of the City Council, Budget Committee or Organizational Committee that require more in-depth analysis or research than Council or City staff can provide.

Next Steps and Discussion:

1. Do more research on compliance and exceptions.
2. Identify the appropriate number of short-term studies, i.e., three short-term studies to be conducted annually, and determine whether the contract should be for one year subject to a one-year or two-year renewal.
3. Identify the length of time expected for the completion of each short-term study.
4. Identify the expectation, product and/or deliverables being sought, i.e., an evaluation plan, data collection methods, data collection, monthly report, final report with recommendations, and presentation of findings before the Audit Committee and City Council.
5. Develop broad but clear scope of work outlining areas of specialization and providing various examples.
6. Secure ongoing budget commitment from the full City Council through a resolution and identify the appropriate budget amount, i.e., at a cost not to exceed \$50,000.
7. Draft and post the RFP/RFQ if required.
8. Draft the contract to allow for a professional services consultant to perform a variety of short-term (or long-term) research studies for X months with X deliverables to be paid at a lump sum with the contract not to exceed \$50,000.

Recommendation: Move forward with an RFP/RFQ, even if not mandated by law, to identify expertise in the field sought.

Other Consideration: The City Attorney's Office and Procurement will need to be involved to determine whether the professional service being sought may be exempt from the competitive bid process.