

Evaluation Criteria

Utilizing a Request for Proposal (RFP) process, proposals will be evaluated by the Working Committee and by Audit Committee in accordance with specific weighting and criteria. The evaluation criteria will consist of the elements outlined below. The weighting has been noted following each general category.

Evaluation Criteria	Weighting
<p>Ability, availability and independence of the firm and the audit office that would provide the service</p> <ul style="list-style-type: none"> ● Provide a summary of the resources and organization of your firm and audit office. Describe your approach to enhancing continuity of audit staff resources for the contract term. ● Describe the accessibility of the client service team and expert resources, to provide planned and unplanned audit services and to attend meetings with Administration, Office of the City Auditor, Audit Committee, or City Council. ● Discuss your firm’s process for monitoring client satisfaction and how your firm and audit office responds to areas of client dissatisfaction. ● Describe your firm’s practice for ensuring audit independence is maintained. Demonstrate your understanding and acceptance of the City’s audit independence expectations as outlined in the Description of Work. ● Disclose to the City any instances of actual or potential conflict of interest that might compromise the performance of the Services. ● Disclose any actions, claims, suits or proceedings either pending or anticipated that might affect the firm’s financial condition or ability to perform the audit. ● Describe the process that your firm and client office follows to ensure data security, data storage and archiving of client information. ● Outline your firm’s policy toward the use of offshore audit resources and identify any audit offshore resources or components of audit work integrated into the Proposal. 	<p>20%</p>

<p>Ability to add value – expertise and experience of the firm, audit office and client service team</p> <ul style="list-style-type: none"> ● Extent to which key members of the audit team have direct experience with mid to large municipal, government business enterprise, other government not-for-profit, and utility organizations. ● Composition of experience levels of client service team. ● Extent to which the audit office client service team has access to other public sector experience and resources within the firm to advise and provide support. ● Experience of client service team with audits of similar complex information technology systems, as well as Enterprise Resource Planning (ERP) system data conversion audit procedures. ● Understanding of the business risks, and the ability of the firm and audit team to advise the City on key issues and relevant trends, in support of continuous improvement. ● Process to advise and train on upcoming Public Sector Accounting Standards (PSAS) or other relevant technical considerations and changes, and to share relevant best practices. ● Opportunity for Audit Committee, Office of the City Auditor and City Administration to access relevant firm publications, studies, networks or training applicable to the public sector. 	<p>25%</p>
<p>Audit approach and ability to meet the City’s reporting deadlines and timelines</p> <ul style="list-style-type: none"> ● Demonstration of a risk based audit approach which is practical and appropriate for the City of Edmonton organization. ● Adequacy of proposed sampling techniques and analytical procedures. Extent of review and reliance on internal controls. ● Describe any issues or areas of heightened audit risk that you would anticipate and indicate how these will be handled within your specified audit approach. ● Understanding of the City’s expectations in terms of interactions with management, the Office of the City Auditor, 	<p>20%</p>

Attachment 2

<p>Audit Committee and City Council.</p> <ul style="list-style-type: none"> ● Approach to communication with respect to audit status, outstanding matters or challenges. ● Expectation of the City's assistance and timing to complete the audit engagement. ● Ability to meet the City of Edmonton schedule and legislative reporting timeframes, and the flexibility to adjust timing and approach, if necessary. 	
<p>Presentation (to be completed by short-list bidders only)</p> <ul style="list-style-type: none"> ● Ability to present technical and non-technical information in a clear, understandable manner in an Audit Committee and City Council Committee setting. ● Ability to provide relevant information and respond directly and completely to questions. 	10%
<p>Sustainable Criteria</p> <ul style="list-style-type: none"> ● Please describe your current processes for implementing any strategies and policies and ensuring employment opportunities for equity-deserving groups. In particular, please describe how you do the following: <ul style="list-style-type: none"> ○ recruit individuals from equity-deserving groups; ○ monitor and measure employment; and ○ report on the status of the strategy or policy. 	5%
<p>Cost of services (to be considered after technical assessment is complete)</p> <ul style="list-style-type: none"> ● Competitive bid approach will consider the price bid as one factor in the evaluation, with the bid information not reviewed until the technical evaluation is complete. ● The fee proposal will be based on a fixed fee (number of hours and rate) and will be evaluated based on the total fee quoted for the five-year period, the method used for adjusting fees throughout the contract and fees for additional audit services (if required). 	20%