

## AUDIT PROPOSAL EVALUATION CRITERIA

- I. MANDATORY CRITERIA - Proposals will not be considered for evaluation without meeting all of the following mandatory criteria:
  - A. Licensed certified public accountant (accounting firm).
  - B. Independent.
  - C. No record of substandard work.
  
- II. TECHNICAL CRITERIA - Those proposers who have met each of the criteria in section #1 above will be evaluated on the following criteria:
  - A. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
    1. Comprehensiveness of work plan.
    2. Realistic time estimates.
    3. Commitment to time requirements.
  - B. Firm's technical experience.
    1. Satisfactory completion of audits of the type under consideration.
    2. Auditing of similar entities.
  - C. Qualifications of proposed staff.
    1. Qualifications of supervisory personnel.
    2. Experience auditing agencies of the type under consideration.
    3. Experience auditing similar entities.
  - D. Firm's quality control program.
    1. Internal quality control program for governmental audits.
    2. Participation in peer reviews and receiving a positive review report.

### III. COST CRITERIA

Reasonableness of proposed audit cost (considering hourly billing rates, number of audit hours, out-of-pocket expenses, and total proposed cost).