



**OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY**

**CONTRACT OVERSIGHT OBSERVATION
(2011-O-0003)**

Sheryl G. Steckler
Inspector General

"Enhancing Public Trust in Government"

Date: August 17, 2011

To: Mo Thornton, City Manager, City of Atlantis

From: Sheryl G. Steckler, Inspector General

Subject: City of Atlantis – Request for Proposal (RFP) Selection Committee for Annual Audit Services

Office of Inspector General's Contract Oversight staff attended the Annual Audit Services selection committee meeting on August 9, 2011 and observed the following:

The RFP, paragraph 2-7, Evaluation of Proposals, outlined the proposal evaluation process and included four evaluation considerations but did not identify their corresponding weighting factors (points). The RFP also stated that the evaluation was not limited to these four considerations. Further review disclosed that Atlantis' procurement policy did not address RFP development and proposal evaluation.

The selection committee members' evaluations were not based on established weighted factors. Instead, the RFP selection committee members evaluated the two proposals based on their individual review of the RFPs, their open discussion at the selection committee, and an oral discussion with each of the two proposers. Neither the proposers, nor the committee members knew the allocations of weighting factors among the four evaluation considerations identified in the RFP.

Identification of the weighting factors for evaluation considerations in the RFP and scoring documentation for committee members would facilitate a more objective selection process.

A response to this Contract Oversight Observation is not required; however, we request that you review this matter. If you have any questions or comments, please contact Alan Russell, Director of Contract Oversight at 233-2350.