

Minimum Auditor Criteria:

- The ~~auditor~~ shall not have previously worked with or for the city of LS.

INDIVIDUAL PERSONNEL AT RUBIN BROWN

Minimum Audit Activities:

- The audit shall utilize and reference industry best practices, State of MO law, Federal law and other benchmarks to assess the city procurement practices.
- The audit shall be performed utilizing and focusing on the city procurement practices and shall cover all departments and operations, including public works, administration, parks & recreation, etc.
- The audit shall at a minimum include the current fiscal year plus three previous fiscal years.
- A procurement practices anonymous city employee responder questionnaire shall be developed and used by the auditor to gather information from all departments and employees relating to the below questions and city procurement practices and implementation.
- An interview survey of random city employees representing each department shall be performed by the auditor to gather information relating to the below City Council questions and the city procurement practices and implementation.
- The auditor shall develop a final report, which shall include a full description of the audit scope, activities, findings and recommended improvements, if any.
- When complete the auditor shall present the final report to the City Council.

City Council Questions:

The following questions are to be answered by the auditor and included within the final report.

1. Are the city written procurement practices in line State of MO, Federal or other laws and industry best practices?
2. Does LS have and use a "template" for drafting RFP's, RFQ's and similar documents used in the procurement process?
3. How does the city advertise for bids and have city procurement procedures been adhered?
4. What actions, if any, has the City taken to increase the number of bidders?
5. Does the City have a policy and program in place for minority participation in the bidding process?

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6. How effectively does the city use the internet, print, mail, tv, radio, or other media and communication means to advertise procurement opportunities?
7. What actions, if any has the City taken to increase the number of bidders?
8. Do the city procurement practices contain provisions for penalties for nonperformance?
9. Does the City have debarring procedures within the procurement practices?
10. Does the city keep a roster of debarred vendors?
11. Provide a list of all transactions over \$500, which involve elected officials and whether proper lawful bidding practices were adhered to. Should include transactions using all procurement means.
12. Provide a list of all transactions over \$1,000, and whether required city procurement practices were followed. Should include transactions using all other procurement means.
13. Does the city have early discount procedures and what was the value and number of realized early discounts?
14. Provide details relating to signature authority procedures and whether or not they have been followed.
15. Provide details relating to susceptible item pilfer control procedures and whether or not they have been followed.
16. Provide details relating to justification control procedures and whether or not they have been followed.
17. Provide a list of sole source contracts and whether the city procurement procedures were adhered to.
18. Provide details relating to regular departmental procurement reporting requirements, if any, as well as the quality and usefulness of the reports.