

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: October 22, 2024
PUBLIC HEARING DATE: October 22, 2024

CONTACT PERSON(S) NAME AND PHONE NUMBER:
Dionne Mack, City Manager (915) 212-0023
Karla M. Nieman, City Attorney (915) 212-0033

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL: Goal Team 6 Sound Governance and Fiscal Responsibility

SUBGOAL:

SUBJECT:

Request authorizing the City Manager to sign an Agreement for Professional Services by and between the City of El Paso and Weaver for a total contract amount not to exceed \$128,000.00 and a term of one year. Further, that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for the execution of the Agreement.

BACKGROUND / DISCUSSION:

On September 24, 2024 Council approved the recommendation from the Financial Oversight and Audit Committee to review the Internal Audit Charter for any proposed revisions including the appropriateness to retain an outside consultant to recommend best practices.

SELECTION SUMMARY:

Request for proposals were sent out October 4, 2024.

CONTRACT VARIANCE:

N/A

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

See above September 24, 2024

AMOUNT AND SOURCE OF FUNDING:

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? ___ YES ___ NO

PRIMARY DEPARTMENT: City Council

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Dionne Mack

Karla Nieman

10/17/2024

Dionne Mack, City Manager
Karla M. Nieman, City Attorney

Professional Services Evaluation

PROJECT: Internal Audit Consulting Services

	Baker Tilly	Forvis Mazars	Weaver
Factor A - Staff Experience & Qualifications			
Average Scores	9.00	9.50	9.25
Factor B – Proposed Deliverables			
Average Scores	6.75	8.75	10.00
Factor C - Timeline			
Average Scores	9.00	8.25	8.50
Final Scores	8.25	8.83	9.25
Ranking	3	2	1

Internal Audit Consultant Scope of Work:

Consultant will provide the following services:

- Benchmarking against similarly situated Home-Rule City Council/Manager municipalities in Texas and in the United States.
- Identify and compare against relevant industry standards and best practices.
- Assistance with the implementation of the new Global Internal Audit Standards taking effect on January 9, 2025.
- Recommend revisions to the following
 - City Code provisions,
 - Existing Authority Documents including but not limited to existing City Charter, Ordinances, Resolutions and internal policies and procedures
 - Internal Audit Charter
 - Internal Audit Manual
- Identification and implementation of best practices for the following:
 - Communications procedures and reporting protocols for the internal audit function with the following:
 - City Council
 - City Manager
 - City Attorney
 - External Stakeholders/Vendors, etc.
 - Media
 - Financial Oversight and Audit Committee Agenda Setting
 - Methods for Evaluating the Internal Audit Function and Performance
 - Strategic alignment of the internal audit function with
 - City Councilmembers
 - City Manager
 - City Attorney's Office

- Chief Financial Officer
- Comptroller
- Budget Director
- Processes for reporting of pending and final audit reports
 - City Council
 - City Manager
 - City Attorney's Office
 - Chief Financial Officer
 - Impacted Departments
- Hotline Practices
 - Benchmarking
 - Reporting
 - Oversight
- Recommendations for technology and software to assist the City of El Paso with the internal audit function

Consultant should provide:

- Experience and Qualifications
- Proposed deliverables
- Proposed timeline(s) for each item
- Costs breakouts associated with various items; individually & rationally grouped
- Total Cost