

AGENDA



Thursday, September 23, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 59**

Subject: Authorize award, negotiation, and execution of a 12-month contract with CCH INCORPORATED, Chicago, IL, for the purchase of an audit management software system in an amount not to exceed \$105,375, with four 12-month extension options for maintenance and support in amounts not to exceed \$16,600 for the first extension option, \$17,430 for the second extension option, \$18,300 for the third extension option, and \$19,220 for the fourth extension option, for a total contract amount not to exceed \$176,925.

Amount and Source of Funding: Funding in the amount of \$75,375 is available in the Fiscal Year 2009-2010 Capital Budget of Communications and Technology Management. Funding in the amount of \$30,000 is available in the Fiscal Year 2009-2010 Operating Budget of the Office of the City Auditor. Funding for the extension options is contingent upon available funding in future budgets.

Fiscal Note: A fiscal note is attached.

For More Information: Mick Osborne, Specialist Sr. Buyer/974 2995

Purchasing Language: Best evaluated proposal of two proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the purchase of an audit management software system and accompanying maintenance and support for the Office of the City Auditor.

Electronic work paper management is commonly used by public and private sector auditors to organize work papers, document required planning, allow for cross-referencing of audit evidence, and facilitate work paper review. In addition, electronic work paper management eliminates the need for most hard-copy printing and facilitates compliance with records management requirements.

The Office of the City Auditor currently has hybrid work papers, maintaining some audit documentation hard-copy and writing some electronic documents to CD at the close of an audit project. The required cross-referencing and review of audit reports using existing tools is very cumbersome. Current methods result in a time consuming review process in order to ensure that all planned steps were appropriately executed with sufficient evidence obtained for each audit step and audit finding.

TeamMate, the selected product, will increase the efficiency and productivity of the Office of the City Auditor staff and management by eliminating current manual processes. It will help to provide appropriate security for work papers and will reduce both on and offsite records storage requirements as well as costs for hard copy printing.

MBE/WBE solicited: 14/4

MBE/WBE bid: 0/1

PROPOSAL ANALYSIS- RFP NO. MSO0047

- a. Adequate competition.
- b. One hundred seventy-seven notices were sent, including 14 MBEs and four WBEs. Two proposals were received, including one WBE.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal received.
- b. The Purchasing Office concurs with the Office of the City Auditor's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.