



MEMORANDUM

To: Mayor and City Council

From: Jennifer Miller, Director of Finance

Date: October 8, 2019

Reference: Consider approval of awarding RFP #170 for Risk Assessment to McHard Accounting Consulting LLC; in an amount not to exceed \$160,000.00; to be provided by the General Fund Undesignated Fund Balance.

2030: Sustainable City Government

Introduction:

This agenda item is being presented to consider approval of awarding RFP #170 to McHard Accounting Consulting LLC for an Enterprise risk assessment in an amount not to exceed \$160,000.00.

Analysis:

As part of the corrective actions associated with the fraud that was perpetrated on the City, a request for proposal (RFP) to perform a risk assessment was undertaken. The City received three responses. The City evaluated the responses based on the following categories: Qualifications/Experience and Pricing. References have been contacted regarding the proposed vendor.

Based on the analysis described in the previous paragraph, one vendor clearly stood out as the preferred vendor with which the City would want to partner. The proposal from McHard Accounting Consulting is the most responsive to the type of service the City is seeking. It provides the best value for the services and the principals of this firm are instructors for the Certified Fraud Examiner credentialing organization. (Association of Certified Fraud Examiners – ACFE)

The requested \$160,000.00 will provide for the Enterprise assessment, travel, planning and designing/redesigning an implementation ready Hotline, reporting the results to Council and one additional statistical analysis, potentially outsourcing of vendor payment services.

[A sample of the type of report produced by the firm can be viewed here.](#)

Legal Review:

Agenda item was reviewed by legal as part of the agenda packet.

Fiscal Impact:

Funds will need to be provided by the General Fund Undesignated Fund Balance for this project.

Recommendation:

The Finance Department recommends approval of awarding this RFP to McHard Accounting Consulting.