



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

CM: Todd Hileman

DATE: December 5, 2017

SUBJECT

Consider adoption of an ordinance authorizing the City Manager to execute a Professional Services Agreement for internal auditing services; providing for the expenditure of funds therefor; and providing an effective date (File 6644 awarded to Crawford and Associates, P.C. in the not-to-exceed amount of \$40,000).

BACKGROUND INFORMATION

This professional services agreement is with Crawford and Associates, P.C. for internal audit type monitoring services related to contract administration, including but not limited to, the review of policies and procedures for:

- the assignment of the responsibility of authorizing contracts and monitoring contract compliance throughout the life of the contract, including robust governance arrangements for contract administration/monitoring;
- monitoring contracts that identify specific responsible parties, including clear departmental officer roles and responsibilities;
- the identification of steps for addressing non-compliant vendors;
- identifying procedures for monitoring performance on service delivery, reported on a regular basis, and also the monitoring of contract expiration dates;
- the establishment of processes for ensuring that contractors are paid in a timely manner and that the financial position of the contract is monitored to help identify any overspend;
- the effectiveness of procedures to assist in ensuring that contract terms and bonding and insurance requirements are met, declining contractor performance is identified at an early enough stage to be dealt with properly in line with contractual requirements, contract close-out activities are completed, and contract monitoring activities and deliverables are documented;
- any other policies and procedures related to effective contract administration.

The agreement is for an amount not to exceed \$40,000 including costs of travel and incidental costs. This review will be supervised by the Internal Auditor of the City of Carrollton whom will be retained under an interlocal agreement also to be considered on the December 5, 2017 City Council agenda.

PRINCIPAL PLACE OF BUSINESS

Crawford and Associates, P.C.
Oklahoma City, OK

ESTIMATED SCHEDULE OF PROJECT

The proposed engagement should be completed during the first quarter of 2018.

FISCAL INFORMATION

The services will be funded from Internal Audit Administration account 105001.7854 in the General Fund.

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: **Safe, Liveable & Family-Friendly Community**
Related Goal: **4.2 Promote clean and healthy neighborhoods**

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Ordinance

Exhibit 3: Contract

Respectfully submitted:
Karen Smith, 349-8436
Purchasing Manager

For information concerning this acquisition, contact: Chuck Springer at 940-349-8260.