

Evaluation Form – Annual Audit**Firm Name:** _____**Mandatory Elements:****Yes No**

- The audit firm is independent and licensed to practice in Oklahoma?
- The firm has no conflict of interest with regard to any other work performed by the firm for the City?
- The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal?
- The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work?

Technical Quality: (Maximum Points – 60)**Points**

1. Expertise and Experience:
 - The firm's past experience and performance on comparable government engagements
 - The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
 - Experience with the Government Finance Officers Association certification program for Excellence in Financial Reporting
2. Audit Approach
 - Adequacy of proposed staffing plan for various segments of the engagement
 - Adequacy of planning for first engagement
 - Adequacy of sampling techniques
 - Adequacy of analytical procedures

References: (Maximum Points – 20)**Price: (Maximum Points – 20)**