

Attachment A

EVALUATION WORKSHEET

This worksheet is to be used to document the school district's evaluation of the proposers' qualifications. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various proposals.

In the event that oral interviews are necessary to break a tie or for completion of the evaluation process, additional points may be awarded.

PROFESSIONAL QUALIFICATIONS

The evaluation of professional qualifications of the proposers will be based on the following criteria:

I. Mandatory Criteria (Yes/No)

Proposals will not be considered for further evaluation unless there is compliance with all of the following criteria. The proposer:

- A. Must be an independent auditor properly licensed for public practice in the state of Texas.
Firm must submit affirmation statement or applicable licenses and/or other affirming documentation with proposal.
- B. Must meet the current independence standards of Government Auditing Standards, United States General Accounting office (GAO).
Firm must submit affirmation statement or applicable licenses and/or other affirming documentation with proposal.
- C. Firm's most recent peer review or quality review report must have been unqualified.
Firm must submit affirmation statement or applicable licenses and/or other affirming documentation with proposal.
- D. Must submit a proposal meeting all of the requirements of the Request for Proposal.

II. Technical Criteria (0-100 points)

Proposals which have met each of the criteria in Section I above will be evaluated on the following criteria:

- A. Technical experience of the firm:
 - 1. Auditing experience in Texas public schools (0-15)
 - 2. Auditing experience in government entities (0-5)

- B. Characteristics of the staff, including consultants to be assigned to the audit:
 - 1. Size and structure of the firm, including audit staff positions (0-5)
 - 2. Qualifications of supervisory personnel, consultants, and the field audit team (0-20).
 - Education, including continuing education courses taken during the past four years.
 - Years and types of experience
 - 3. General direction and supervision to be exercised over the audit team by the firm's management personnel (0-15)

- C. Clear understanding of the work to be performed:
 - 1. Comprehensiveness of the audit work plan (0-5)
 - 2. Responsiveness of the proposal to RFP requirements, clearly written and stated in written response. (0-25)
 - 3. Realistic time estimates on each major segment of the work plan, and the estimated number of hours for each staff level including consultants assigned (0-10)

Total Technical Points _____

**III. Oral Interviews (if necessary)
Interview Points Awarded (0-15 points)**

Total Technical Points _____