



EVALUATION SCORE SHEET FOR AUDIT PROPOSALS

Score criteria based on a 1-5 scale (5-Excellent, 4-Above Average, 3-Average, 2-Below Average, and 1-Inferior).

MANDATORY CRITERIA:

1. The firm and auditors must be licensed for public practice in Texas.
2. The firm must meet the independence standards of the AICPA.
3. Appropriate references listed that we can contact.

TECHNICAL CRITERIA: 50%

1. Responsiveness to the proposal in clearly stating an understanding of the work to be performed.
 - a. Responsiveness to RFP requirements.
 - b. Comprehensiveness of audit work plan, including:
 - i. Substantive testing approach.
 - ii. Internal control approach, including use of technology and information systems in the work plan.
 - c. Realistic time lines of each major segment of the work plan.

Score _____

2. Technical experience of the firm.
 - a. Auditing of non-profit entities.
 - b. References

Score _____

3. Qualifications of staff, including consultants, to be assigned to the audit. Determined from biographies submitted.
 - a. Qualifications of supervisory personnel, consultants and of the audit team doing fieldwork.
 - b. General direction and supervision to be exercised over the audit team by the firm's management personnel.

Score _____

4. Firm size, location, structure, and resources available.

Score _____

COST CRITERIA: 40%

Score _____

OTHER CRITERIA: 10%

1. Timing of Audit

Score _____