

Memorandum



CITY OF DALLAS

DATE May 23, 2025

TO Honorable Members of the Government Performance & Financial Management Committee: Chad West (Chair), Paula Blackmon (Vice Chair), Cara Mendelsohn, Jesse Moreno, Jaime Resendez

SUBJECT **Request for Competitive Sealed Proposal (RFCSP) for External Audit Services for FY 2025 – 2029 Update**

As a follow-up to the memorandum presented at the April 22, 2025, GPFM Committee meeting regarding the RFCSP for External Audit Services, the Office of Procurement Services (OPS) provides the following update on the status of the solicitation:

- The RFCSP closed, May 16, 2025, with a total of seven (7) submissions.
- OPS conducted a responsiveness check and six (6) proposals met the solicitation requirements:
 - CLA (CliftonLarsonAllen LLP)
 - Crowe LLP
 - Eide Bailly
 - Forvis Mazars, LLP
 - RSM U S LLP
 - Weaver and Tidwell, L.L.P
- Responsive proposals were released to the Evaluation Committee (GPFM) on Tuesday, May 20, 2025, for preliminary scoring.
- Evaluation scoring will be completed in the City's online solicitation portal, Bonfire, and is due by May 30, 2025.

In order to ensure a fair, impartial, and transparent evaluation process Evaluation Committee members are required to:

- Evaluate proposals independently and score solely based on the criteria identified in the solicitation.
- Sign a Non-Disclosure Statement and acknowledge the City's Conflict of Interest Policy through Bonfire prior to accessing submissions.
- Avoid conducting outside research, contacting vendors, or discussing proposals with other evaluators.
- Contact the Procurement Specialist immediately if approached by vendors or others regarding the evaluation.

Upon completion of scoring, OPS will provide the initial ranking to the GPFM Committee to determine if vendor presentations are warranted. If presentations are needed, they will be scheduled for the June 10, 2025, GPFM briefing or a special called session, at the committee's discretion.

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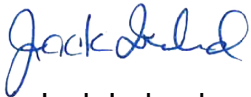
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To ensure sufficient time to plan and begin preliminary fieldwork for the FY 2024-2025 audit, it is critical that the contract award process remain on track. The current timeline supports an anticipated City Council approval date of August 13, 2025.

Melony Hilson, Procurement Manager, is the assigned specialist for this solicitation. All questions regarding the solicitation and evaluation process must be directed to her at melony.hilson@dallas.gov.

For additional questions regarding external audit services, outside of the procurement process, please contact Sheri Kowalski, City Controller, at sheri.kowalski@dallas.gov or 214-670-3856.

Service First, Now!



Jack Ireland
Chief Financial Officer

c: Kimberly Bizzor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager
Robin Bentley, Assistant City Manager
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
Directors and Assistant Directors