

**For: Fort Bend ISD Board of Trustees**  
**Date: March 26, 2018**  
**Action: Consent: Consideration and Approval –**  
**Internal Audit Firm**  
**References: Board Policy CFC (Legal and**  
**Local)**  
**Board Governance**  
**Department: Board of Trustees Audit**  
**Committee**

**Recommendation**

**Consideration and possible approval of the Audit Committee recommendation to engage Gibson Consulting Group, Inc. to perform internal audit services.**

**Summary**

**A Request for Qualifications (RFQ) for Internal Auditing Services was advertised on October 30, 2017 and November 6, 2017 in the Houston Chronicle and the Fort Bend Herald.**

**Internal Audit Committee Members Jim Rice, Kristin Tassin, and Jason Burdine, reviewed and scored the proposals submitted based on their evaluation, the Audit Committee recommends that the Board approve the engagement of Gibson Consulting.**

**Recommended by:**

**Audit Committee for the Board of Trustees**

**Submitted by:**

**Jim Rice**  
**Audit Committee Chair**

## Ranking Evaluation on 2.26.18

Vendor	Firm's approach, supporting documentation and evidence of competence to undertake such effort. (20 pts. max)	Firm's past experience in preparing audits for a Texas public school district. Explanation of methodology, unique challenges and any other relevant information. (30 pts)	Qualifications, certifications, experience of personnel/team proposed for this task. (25 pts. Max)	Past experience with FBISD and/or other districts. (10 pts max)	References from prior clients for which your firm has provided comparable services. Three (3) should be related to K-12 districts. (15 pts max)	Total Score (100 pts. Max)	Proposer's Ranking
<b>Gibson Consulting Group</b>	20	29	24	10	10	92	1
<b>Alyssa Martin Weaver</b>	15	25	25	9	15	88	2
<b>McConnell &amp; Jones</b>	16	24	22	7	15	84	3
ABIP CPAS Advisors	16	24	21	8	15	84	4
Business & Financial Management Solutions LLC	15	21	18	5	15	75	5
EIDE Bailly, LLP	15	15	23	6	0	59	6
Securance LLC	9	11	13	4	5	42	7

Evaluation

Internal Audit Committee:

Jim Rice

Kristin Tassin

Jason Burdine

## RFQ 18-019GT FBISD Internal Auditing Services

### EVALUATION CRITERIA

The District will make its selection based upon the demonstrated competence and qualifications of the firm to perform the services for a negotiated, fair and reasonable price that is deemed in the best interest of the District.

Selection of the most qualified firm will be made on the basis of demonstrated competence and qualifications to perform the services. An Evaluation Committee will review each firm's statement of qualifications submitted in response to the solicitation. Evaluation factors for the selection of the firm are as follows:

	<b>Factors</b>	<b>Maximum Points</b>
<b>1.</b>	Firm's approach, supporting documentation and evidence of competence to undertake such effort.	<b>20</b>
<b>2</b>	Firm's past experience in preparing audits for a Texas public school district. Explanation of methodology, unique challenges and any other relevant information.	<b>30</b>
<b>3</b>	Qualifications, certifications, experience of personnel/team proposed for this task.	<b>25</b>
<b>4</b>	Past experience with FBISD and/or other districts.	<b>10</b>
<b>5</b>	References from prior clients for which your firm has provided comparable services. Three (3) should be related to K-12 districts.  List of References should come from past project examples list within this RFQ and should include at least five (5) individuals outside of FBISD. References will be contacted via e-mail with a deadline. If no response received by the deadline, there will be points deducted in this section.	<b>15</b>

The Evaluation Committee will review statements of qualifications and reserves the right to create a short list of firms based on factors listed above. Interviews may be scheduled with short listed firms. The District reserves the right to use the same weight factors for interviews as listed above OR adapt new factors. If adapting new factors, such factors will be made public to the short listed firms prior to the scheduled interviews.