

September 14, 2006

**To:** LCOG Executive Committee  
**From:** Bob Swank  
**Subject:** Request for Proposals for Audit Services  
**Action Requested:** Discuss RFP Document and Process

**Background**

At the April Executive Committee meeting the following schedule for the RFP for audit services was presented.

**Schedule**

Advertise/issue request for proposals	January 10, 2007
Solicitation protests due by 2 p.m.	January 17, 2007
Final proposals due by 2 p.m.	January 31, 2007
Proposals evaluated	February 9, 2007
Interviews conducted by	February 23, 2007
Notice of intent to award by	March 2, 2007
Contract signed by	March 9, 2007

**Request for Proposal Document**

A draft RFP document for audit services is attached. At the April meeting the suggestion was made that the Executive Committee actively participate in the process for the selection of the auditor. The review of the RFP is one opportunity to do that. The document includes the description of the selection process, so the Committee should clarify the role that it will have in that process.