



OFFICE OF THE CITY AUDITOR COLORADO SPRINGS, COLORADO

13-20 Community Solar Garden RFP Compliance Audit

October 2013

Purpose

The objective of this audit was to monitor the Request for Proposal (RFP) evaluation and selection process for the 2013 Community Solar Garden (CSG) expansion for compliance with procurement policies and tariff requirements.

Summary

We conclude the RFP evaluation and selection process for the 2013 CSG expansion complied with procurement policies and tariff requirements.

This audit was a continuation of our Solar Garden Expansion Tariff Audit. We monitored the posting of the RFP and addenda on the Rocky Mountain E-Procurement System (RMEPS) website and observed the mandatory pre-proposal meeting, in order to evaluate whether vendors were treated equitably. We evaluated the RFP documents, proposal evaluation and vendor selection processes for compliance with Colorado Springs Utilities procurement policy and the tariff. We observed the evaluation team meetings to determine if the instructions given were in compliance with policy and if the process followed was fair and objective.

Communications to vendors, including vendor questions and Colorado Springs Utilities responses, were made available to all participating vendors. Predetermined evaluation criteria were utilized and applied consistently to the proposals submitted, with the objective of obtaining best value for Colorado Springs Utilities and its customers.

Respectfully,

Denny L. Nester, MBA CPA CIA CFE CGFM CGAP
City Auditor

Recommendations

No formal recommendations were made.

Management Response

No response was requested from Colorado Springs Utilities.

Standards

The audit was conducted in a manner that meets or exceeds the International Standards for the Professional Practice of Internal Auditing, a part of the Professional Practices Framework promulgated by the Institute of Internal Auditors, with the exception of the requirements under standards 1312 and 1321 to obtain an external quality assurance review once every five years. We do not believe this non-compliance impacted the quality of our audit.

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