



## APPENDIX A

### REQUEST FOR PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following criteria:

1. Understanding of Engagement
  - Demonstration of full understanding of the work to be performed.
  - Ability of the firm to provide constructive recommendations to the City of Duncan as a result of the audit and throughout the year.
2. Experience with Municipal Audits
  - Firm's municipal auditing experience.
  - Firm's local municipal auditing experience.
3. Personnel
  - Municipal auditing experience and expertise of audit team proposed.
4. Approach to Engagement
  - Clear description of audit approach.
  - Estimate of number of hours to be devoted to the audit.
  - Work plan and schedule.
5. Audit Fee
  - Proposed fees for each of the five fiscal years.