



**MEMORANDUM**  
Finance Department

**TO:** Heather Faust, MMC, FCPC, CITY CLERK

**FROM:** Donald "Keith" Raney CPPB, CPPO, NIGP-CPP, SENIOR CONTRACT ADMINISTRATOR

**SUBJECT:** Timeline for City Auditing Services

**DATE:** October 23, 2025

The Audit Committee of three members will need to be set prior to this schedule to meet it. Starting the process in 2026 will allow a new auditor if selected additional time to become familiar with the City before the auditing cycle.

**1. 1<sup>st</sup> meeting: November 2026**

- Go over processes for the committee and solicitation.
- Hand out draft of scope and evaluation criteria based on previous years.

**2. 2<sup>nd</sup> meeting: December 2026**

- Review the draft scope of services, evaluation criteria and any questions or revisions.

**3. 3<sup>rd</sup> meeting: January 2027**

- Go over the RFP evaluation process.
- Answer any outstanding questions from the scope of services or processes.

**4. February 1, 2027, Advertise the solicitation.** This is when the solicitation will be advertised on DemandStar, GovDelivery, On the first floor at City Hall and in the Sarasota Herald if applicable.

**5. March 5, 2027, Solicitation received (opening)** This is the date the submittals are due from any vendor choosing to participating.

**6. March 12<sup>th</sup>, 2027, Due Diligence and getting the submittals to the Committee.** By March 8<sup>th</sup>, the Purchasing Divisions should have finished the responsive review and distributed the materials for the Committee review.

**7. 4<sup>th</sup> meeting March 26, 2027**

- Evaluation
- Recommendation of Award

**8. April 12, 2027, Legal review of agreement.** Legal will review the draft agreement before execution of the Consultant and the City Board of Commissioners.



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**9. End of May 2027, Commission Execution.** By the end of May the agreement should be executed by the Board of City Commissioners. If Legal needed more than 30 days the timeline can be extended to the end of **June 2027**.