

5/17/13

TERMS AND CONDITIONS

1. Purpose of contract. The purpose of this contract is to engage performance-auditing services as part of fulfilling the District's 2012 Capital Improvement Bond program audit requirements. Annual performance audits help ensure public accountability through independent and ongoing assessment of the District's management of the Bond program.
2. Detailed Description of Services/Statement of Work. The Consultant shall provide performance auditing services. Consultant deliverables are as follows:
 - a. The consultant shall develop a 4-year plan incorporating annual audits aligned with the District's financial audit plan and the voter approved 2012 capital improvement bond program.
 - b. The consultant shall develop a Performance Audit Procedure Guide within the first three months and will train/educate principal District management staff including, but not limited to, Superintendent, Chief Operating Officer (COO), Chief Financial Officer and Executive Director, Office of School Modernization (OSM).
 - c. The Guide should address the following functional areas in the Bond program
 - Program level management including metrics
 - Project level management
 - Public contracting management
 - Public engagement processes
 - Compliance with voter approved Bond Measure #26-144
 - d. Working with the COO, CFO and Executive Director OSM consultant will develop a set of performance audit success factors that can be utilized to evaluate the performance audit function.
 - e. As components of each audit, consultant shall: prepare and disseminate a written audit report, perform management briefings, conduct regular

status reports and make formal and informal presentations of audit findings as requested by District.

- f. Consultant shall prepare and disseminate an annual performance report on the activities, efforts and accomplishments of the Bond Program to include District management and the Bond Accountability Committee.
- g. The consultant shall provide, as determined, various routine advisory and technical assistance services, which may include, but are not limited to: assistance in establishing internal controls, approaches for implementing audit recommendations, and training on performance measurement and reporting.