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### A Checklist for Finding and Selecting an Auditor

Task	Yes	No	Done\Date
(1) Assign a project coordinator who will complete or delegate required tasks; access needed expertise from within the organization; and lead and organize all aspects of the search.			
(2) Identify 10–15 potential audit firms			
(3) Via letter or email, request that each potential firm provide information on qualifications and experience with the Single Audit Act.			
(4) Develop one to five page RFQ for audits expected to cost less than \$50,000. Develop a more detailed RFQ for audits that will cost more. Communicate a firm deadline for receipt of proposals.			
(5) Record receipt of proposals, including late proposals. Late proposals will be eliminated from competition.			
(6) Develop a proposal evaluation form.			
(7) Appoint a selection panel that will review and rank written proposals and then participate in interviews of three top-ranked firms.			
(8) Contact the State Board of Accountancy and perform a disciplinary check on each prospective firm. Note results in file of each firm.			
(9) Provide each member of selection panel with: the written proposal of each competing firm; the disciplinary check results on each competing firm; and copies of the proposal evaluation form. Request that members of the selection panel complete an evaluation form on each competing firm and provide completed forms to the project coordinator by a set deadline.			
(10) Develop a master ranking sheet showing each panel member's score for each firm, showing the combined score of all panel members for each firm, and identifying the three top-ranked firms.			

Task	Yes	No	Done\Date
(11) Convene a meeting of the selection panel to review and discuss ranking of firms, and come to final agreement on which three firms are ranked at the top of the list. Be sure notes are taken on the discussion and the final ranking process.			
(12) Advise top 3 firms that they are short-listed and schedule in-person interviews with the selection panel.			
(13) Develop a list of interview questions and conduct interviews.			
(14) Convene meeting of selection panel to rank top three firms based on both written proposals and outcome of in-person interviews. Be sure notes are taken on the discussion and ranking process.			
(15) Negotiate with top-rated firm. Reach agreement, if possible.			
(16) Announce the winning firm. Thank all firms for their participation, with special thanks to those that were short-listed.			