



OFFICE OF THE CITY AUDITOR COLORADO SPRINGS, COLORADO

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

A handwritten signature in black ink, appearing to read "Denny L. Nester".

18-30 Fleet Management and Maintenance Services Procurement

November 2018

Purpose

The purpose of this audit was to monitor the Request for Proposal (RFP) development, evaluation and selection process for the fleet management and maintenance services of the City of Colorado Springs (City) and Colorado Springs Utilities (Utilities).

Highlights

We conclude a fair, diligent, and collaborative process occurred in the solicitation, evaluation, and decision for fleet management and maintenance services fulfillment.

The current fleet management and maintenance services contract will expire at the end of 2018. In March of 2018, the City and Utilities established a timeline and oversight teams to facilitate the fleet services procurement process. Utilities Procurement staff led the administrative activities. Teams included representation from both City and Utilities. The evaluation team, tasked to evaluate vendor bids with interviews and award recommendation, included key City and Utilities leadership as well as citizen and City Council representation.

Several vendor responses and an internal services proposal were evaluated. At the conclusion of the procurement process, the evaluation team, in agreement with the City and Utilities leadership decided to cancel the RFP. Costs and unresolved bid issues were the primary factors in the decision. The current contract has been extended for one year. City and Utilities leadership will use this time to consider additional options in fleet management and maintenance services fulfillment.

The Office of City Auditor was given open access to team meetings, correspondence, and legal documents. Our review included:

- Team meeting attendance,
- Document and correspondence review,
- Consideration of procurement policies and best practices,
- The City Auditor or Assistant City Auditor attended all evaluation meetings as well as most other team meetings,
- Confirming representation of diverse stakeholders—technically and organizationally,
- Attention to transparency, fairness, financial soundness, and citizen/ratepayer best value use of funds.

We appreciate the diligence and professionalism of the procurement team members. We would like to thank all participants for their cooperation during this audit.

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing, a part of the Professional Practices Framework promulgated by the Institute of Internal Auditors.