

**PROFESSIONAL SERVICES TASK ORDER**  
**TASK ORDER FY25-01 Citywide Risk Assessment**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

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CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340  
1B. TASK ORDER NO.: FY24-01  
2. CONSULTANT NAME: Baker Tilly US, LLP  
3. PERIOD OF PERFORMANCE: START: January 1, 2025 COMPLETION: June 30, 2025  
4. TOTAL TASK ORDER PRICE: \$15,000  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT: TBD  
5. BUDGET CODE \_\_\_\_\_  
COST CENTER \_\_\_\_\_  
COST ELEMENT \_\_\_\_\_  
WBS/CIP \_\_\_\_\_  
PHASE \_\_\_\_\_  
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Lydia Kou, Chair of the City Council's Policy and Services Committee  
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
  - SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

**I hereby authorize the performance of the work described in this Task Order.**

**I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.**

**APPROVED:**  
CITY OF PALO ALTO

**APPROVED:**  
COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to conducting the Citywide Risk Assessment involves four (4) primary steps:

- Step 1: Project Planning & Management
- Step 2: Information Gathering
- Step 3: Analysis
- Step 4: Reporting

#### Step 1 – Project Planning & Management

This step includes those tasks necessary to solidify mutual understanding of the risk assessment scope, objectives, deliverables, and timing as well as ensuring that appropriate client and consultant resources are available and well-coordinated. Tasks include:

- Finalize project design – The first project activities will be to:
  - Identify communication channels and reporting relationships and responsibilities of project staff
  - Review and confirm project timelines
  - Review and confirm deliverables
- Arrange logistics/administrative support – Matters to be addressed include schedules for interviews and data collection, contact persons in the departments, any other logistical matters, etc.
- Conduct kick-off meeting with key project stakeholders

#### Step 2 – Information Gathering

This step involves gathering information, through various means, that will enable the project team to understand the various risks facing the City. Tasks include:

- Request and review background information – the project team will develop an information request(s) in order to obtain various background information from the City. The request will include, but not be limited to:

- Strategic plan(s)
- Financial reports, including the most recent City Budget and Comprehensive Annual Financial Report (CAFR)
- Operational policies and procedures
- Municipal code
- Consulting reports
- Other relevant information and reports
- Conduct interviews with City Council and management
  - Risk assessment interviews, aimed at understanding City functions and identifying risks, will be conducted with City Council members as well as department and division
- Conduct a risk assessment survey, if necessary
- Conduct research into key risks in order to identify relevant information to assess risks

Overall, the project team will consider the risk categories including:

- Strategic
- Financial
- Operational
- Technology
- Compliance
- Reputational
- Political

### Step 3 – Risk Analysis

In Step 3, the project team will develop a risk assessment consisting of auditable areas (also referred to as an audit or risk universe). The risk assessment will be prepared in consideration of the following risks types:

- Environment, Strategy, and Governance – risks that have an organization wide impact and are not subject to a specific department or function (e.g., ethics)
- Significant Projects and Initiatives – risks associated with large projects (e.g., capital projects, technology implementation) or City initiatives (e.g., employee engagement initiative).
- Function Specific Risks – risks associated with a specific department or function (e.g., procurement policy compliance)

The project team will assess the likelihood and impact of potential adverse events in order to quantitatively score each auditable area for purposes of prioritizing audit activities.

### Step 4 – Reporting

In Step 4, the project team will finalize the draft Risk Matrix and prepare a draft Risk Assessment Report. The project team will ask for input (general completeness, risk scoring) on the Risk Matrix from key project stakeholders. Upon finalization of the Risk Matrix, the project team will finalize the Risk Assessment Report.

### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Risk Assessment Report
- Presentation of Results to City Council (note that this may be combined with presentation of the Task 2 Annual Audit Plan)

### Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$15,000. The not-to-exceed budget is based on an estimate of 200 total project hours, of which 20 are estimated to be completed by the City Auditor.

### Reimbursable Expenses

We plan to complete all work remote including all interviews and documentation review. If at any point the City and Baker Tilly mutually determine it will be beneficial to perform a portion of the work on-site, we will submit an estimate of our reimbursable expenses for the City's approval prior to traveling to Palo Alto.

**PROFESSIONAL SERVICES TASK ORDER**  
**TASK ORDER FY25-02 Annual Audit Plan**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

---

CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340  
1B. TASK ORDER NO.: FY24-02  
2. CONSULTANT NAME: Baker Tilly US, LLP  
3. PERIOD OF PERFORMANCE: START: January, 2025 COMPLETION: June 30, 2025  
4. TOTAL TASK ORDER PRICE: \$10,500  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT: TBD  
5. BUDGET CODE \_\_\_\_\_  
COST CENTER \_\_\_\_\_  
COST ELEMENT \_\_\_\_\_  
WBS/CIP \_\_\_\_\_  
PHASE \_\_\_\_\_  
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Lydia Kou, Chair of the City Council's Policy and Services Committee  
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
  - SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

**I hereby authorize the performance of the work described in this Task Order.**

**I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.**

**APPROVED:**  
CITY OF PALO ALTO

**APPROVED:**  
COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to preparing the Annual Audit Plan involves two (2) primary steps:

- Step 1: Consultation with City Council and Management
- Step 2: Reporting

#### Step 1 – Consultation with City Council and Management

The Risk Matrix and Risk Assessment Report will serve as the primary drivers of the Annual Audit Plan. The project team will initiate discussions over Risk Assessment results, potential audit activities, and audit coverage with City Council and Management. The purpose of those conversations will be to understand the priorities of City Council, and to develop a Draft Annual Audit Plan:

The Draft Annual Audit Plan will identify the following components for each audit activity:

- Audit activity type – audit or consulting activity
- Audit objectives and scope
- Anticipated budget – both in terms of hours and budget
- Anticipated timeline

#### Step 2 – Reporting

The project team will present the Draft Annual Audit Plan to the City Council in order to obtain input on each potential audit activity. Upon refining the plan, the project team will finalize the Annual Audit Plan for presentation to City Council.

### Deliverables

The following deliverable will be prepared as part of this engagement:

- Annual Audit Plan

## Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

## Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$10,500. The not-to-exceed budget is based on an estimate of 50 total project hours, of which 10 are estimated to be completed by the City Auditor.

## Reimbursable Expenses

We plan to complete all work remote including all interviews and documentation review. If at any point the City and Baker Tilly mutually determine it will be beneficial to perform a portion of the work on-site, we will submit an estimate of our reimbursable expenses for the City's approval prior to traveling to Palo Alto.

**PROFESSIONAL SERVICES TASK ORDER**  
**TASK ORDER FY25-03 External Financial Auditor**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

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CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340  
1B. TASK ORDER NO.: FY24-03  
2. CONSULTANT NAME: Baker Tilly US, LLP  
3. PERIOD OF PERFORMANCE: START: January, 2025 COMPLETION: June 30, 2025  
4. TOTAL TASK ORDER PRICE: \$25,000  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD  
5. BUDGET CODE \_\_\_\_\_  
COST CENTER \_\_\_\_\_  
COST ELEMENT \_\_\_\_\_  
WBS/CIP \_\_\_\_\_  
PHASE \_\_\_\_\_  
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Lydia Kou, Chair of the City Council's Policy and Services Committee  
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
  - SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

**I hereby authorize the performance of the work described in this Task Order.**

**I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.**

**APPROVED:**  
CITY OF PALO ALTO

**APPROVED:**  
COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to the Office of the City Auditor’s role on the financial audit involves one (1) primary step in FY25:

- Step 1: Assistance in Managing the Financial Audit

#### Step 1 – Role in Managing the Financial Audit

In FY25, the project team will assist in managing the financial audit and presenting financial audit results to the Finance Committee and to the City Council, in accordance with municipal code.

#### Deliverables:

Legislative documents will be prepared to present the financial statements and reports prepared by an external auditor to the Finance Committee

### Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$25,000. The not-to-exceed budget is based on an estimate of 80 total project hours, of which 80 are estimated to be completed by the City Auditor.

## Reimbursable Expenses

Baker Tilly anticipates planning one on-site fieldwork week. Given this possibility, Baker Tilly could incur reimbursable expenses for this Task.

The not-to-exceed maximum for reimbursable expenses for this Task is \$3,160.

The following summarizes anticipated reimbursable expenses:

- Round-trip Airfare – \$1,000
- Ground Transportation (car rental or Uber/taxi) - \$400
- Hotel accommodation - \$1,500 (4 nights)
- Food and incidentals – \$260

### PROFESSIONAL SERVICES TASK ORDER TASK ORDER FY25-05 Various Reporting & City Hotline

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

CONTRACT NO. C21179340  
OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340

1B. TASK ORDER NO.: FY25-05

2. CONSULTANT NAME: Baker Tilly US, LLP

3. PERIOD OF PERFORMANCE: START: July 1, 2024 COMPLETION: June 30, 2025

4. TOTAL TASK ORDER PRICE: \$60,000

BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD

5. BUDGET CODE \_\_\_\_\_

COST CENTER \_\_\_\_\_

COST ELEMENT \_\_\_\_\_

WBS/CIP \_\_\_\_\_

PHASE \_\_\_\_\_

**Recommended to be increased to  
\$100,000 per December 16, 2024 City  
Council Agenda Item.**

6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:

Lydia Kou, Chair of the City Council's Policy and Services Committee

7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)

MUST INCLUDE:

- SERVICES AND DELIVERABLES TO BE PROVIDED
- SCHEDULE OF PERFORMANCE
- MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
- REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)

8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

I hereby authorize the performance of the work described in this Task Order.

I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.

APPROVED:  
CITY OF PALO ALTO

APPROVED:  
COMPANY NAME: Baker Tilly US, LLP

BY: Council Member Lydia Kou  
Name Council Member Lydia Kou  
Title P&S Chair, Council Member  
Date 8/15/2024

BY: Kate Murdock  
Name Kate Murdock  
Title Manager serving as City Auditor  
Date 8/15/2024

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s will provide the following services in Task 5:

- Quarterly Reports
- Annual Status Report
- Provision of the City Hotline
- Office Administrative Functions

#### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Quarterly Reports (4 in FY2025)
- Annual Status Report

### Schedule of Performance

Anticipated Start Date: July 1, 2024

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$60,000. The not-to-exceed budget is based on an estimate of 300 total project hours, of which 170 are estimated to be completed by the City Auditor.

### Reimbursable Expenses

The City Auditor anticipates a trip every other month (total of 6 trips). Given this possibility, Baker Tilly could incur reimbursable expenses for this Task.

The not-to-exceed maximum for reimbursable expenses for this Task is \$19,500.

The following summarizes anticipated reimbursable expenses:

- Round-trip Airfare – \$6,000 (6 round trip flights)
- Ground Transportation (car rental or Uber/taxi) - \$2,400
- Hotel accommodation - \$9,000 (24 nights)
- Food and incidentals – \$2,100

**PROFESSIONAL SERVICES TASK ORDER**

**TASK ORDER FY25-4.29 Purchasing Card Program**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340

1B. TASK ORDER NO.: FY25-4.29

2. CONSULTANT NAME: Baker Tilly Advisory Group, LP

3. PERIOD OF PERFORMANCE: START: January 1, 2025 COMPLETION: June 30, 2025

4. TOTAL TASK ORDER PRICE: \$95,670

BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD

5. BUDGET CODE \_\_\_\_\_ COST CENTER \_\_\_\_\_ COST

ELEMENT \_\_\_\_\_ WBS/CIP \_\_\_\_\_ PHASE \_\_\_\_\_

6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:

Lydia Kou, Chair of the City Council's Policy and Services Committee

7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)

MUST INCLUDE:

- SERVICES AND DELIVERABLES TO BE PROVIDED
- SCHEDULE OF PERFORMANCE
- MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
- REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)

8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

I hereby authorize the performance of the work described in this Task Order.

I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.

APPROVED:  
CITY OF PALO ALTO

APPROVED:  
COMPANY NAME: Baker Tilly Advisory Group, LP

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to conducting an internal audit of the Purchasing Card Program involves three (3) primary steps:

- Step 1: Audit Planning
- Step 2: Fieldwork and Testing
- Step 3: Reporting

#### Step 1 – Audit Planning

This step consists of the tasks performed to adequately plan the work necessary to address the overall audit objective and to solidify mutual understanding of the audit scope, objectives, audit process, and timing between stakeholders and auditors. Tasks include:

- Gather information to understand the environment under review
  - Understand the environment under assessment
  - Assess the City code, regulations, and other standards and expectations
  - Assess prior audit results, as applicable
  - Assess additional documentation and conduct interviews as necessary
- Assess the audit risk
- Prepare an audit planning memo and audit program
  - Refine audit objectives and scope
  - Identify the audit procedures to be performed and the evidence to be obtained and examined
- Announce the initiation of the audit and kick-off meeting with key stakeholders
  - Discuss audit objectives, scope, audit process, timing, resources, and expectations
  - Discuss documentation and interview requests for the audit

#### Step 2 – Fieldwork and Testing

The step involves executing the procedures in the audit program to gather information, interview individuals, and analyze the data and information to obtain sufficient evidence to address the audit objectives. The preliminary audit objective is to determine (1) whether procurement are used appropriately in compliance with the City’s policies and pertinent laws and regulations; (2) Evaluate the administration of the Purchasing Card Program for adequate internal controls to safeguard the City from fraud, waste, and abuse. Procedures include, but are not limited to:

- Interviewing the appropriate individuals to gain an understanding of the organizational structure, processes, and controls related to the Purchasing Card Program

- Analyze policies and procedures as well as the legislative and regulatory requirements to identify the criteria to be used for evaluation of control design and effectiveness
- Select a sample of P-Card transactions to assess
- Compare processes and controls against best practices

### Step 3 – Reporting

In Step 3, the project team will perform tasks necessary to finalize audit working papers, prepare and review a draft report with stakeholders, and submit a final report for management response. Tasks include:

- Developing findings, conclusions, and recommendations based on the supporting evidence gathered
- Validating findings with appropriate individuals and discuss the root cause of the identified findings
- Complete supervisory review of working papers and a draft audit report
- Distribute a draft audit report and conduct a closing meeting with key stakeholders
  - Discuss the audit results, findings, conclusions, and recommendations
  - Discuss management responses
- Obtain written management responses and finalize a report
- Review report with members of City Council and/or the appropriate Council Committee

### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Audit Report
- Policy & Services Committee Audit Report Presentation

### Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$95,670. The not-to-exceed budget is based on an estimate of 500 total project hours, of which a minimum of 50 are estimated to be completed by the City Auditor.

### Reimbursable Expenses

We plan to complete all work remote including all interviews and documentation review. However, during the planning and fieldwork phases of this audit, the City and Baker Tilly may mutually determine it will be beneficial to perform a portion of the work on-site. Given this possibility, Baker Tilly could incur expenses for this Task.

The not-to-exceed maximum for reimbursable expenses for this Task is \$6,500.

The following summarizes anticipated reimbursable expenses:

- Round-trip Airfare – \$2,000 (1 round trip flight x 2 auditors)
- Ground transportation – \$800 (car rental or Uber/taxi)

- Hotel accommodation – \$3,000 (2 rooms x 4 nights)
- Food & Incidentals – \$2,100

**PROFESSIONAL SERVICES TASK ORDER**

**TASK ORDER FY25-4.30 Building Permit and Inspection Fees**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340
- 1B. TASK ORDER NO.: FY25-4.30
2. CONSULTANT NAME: Baker Tilly Advisory Group, LP
3. PERIOD OF PERFORMANCE: START: January 1, 2025 COMPLETION: June 30, 2025
4. TOTAL TASK ORDER PRICE: \$95,670  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD
5. BUDGET CODE \_\_\_\_\_ COST CENTER \_\_\_\_\_ COST  
ELEMENT \_\_\_\_\_ WBS/CIP \_\_\_\_\_ PHASE \_\_\_\_\_
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Lydia Kou, Chair of the City Council's Policy and Services Committee
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
  - SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)
8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

I hereby authorize the performance of the work described in this Task Order.

I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.

APPROVED:  
CITY OF PALO ALTO

APPROVED:  
COMPANY NAME: Baker Tilly Advisory Group, LP

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to conducting an internal audit of the Building Permit and Inspection Fees involves three (3) primary steps:

- Step 1: Audit Planning
- Step 2: Fieldwork and Testing
- Step 3: Reporting

#### Step 1 – Audit Planning

This step consists of the tasks performed to adequately plan the work necessary to address the overall audit objective and to solidify mutual understanding of the audit scope, objectives, audit process, and timing between stakeholders and auditors. Tasks include:

- Gather information to understand the environment under review
  - Understand the environment under assessment
  - Assess the City code, regulations, and other standards and expectations
  - Assess prior audit results, as applicable
  - Assess additional documentation and conduct interviews as necessary
- Assess the audit risk
- Prepare an audit planning memo and audit program
  - Refine audit objectives and scope
  - Identify the audit procedures to be performed and the evidence to be obtained and examined
- Announce the initiation of the audit and kick-off meeting with key stakeholders
  - Discuss audit objectives, scope, audit process, timing, resources, and expectations
  - Discuss documentation and interview requests for the audit

#### Step 2 – Fieldwork and Testing

The step involves executing the procedures in the audit program to gather information, interview individuals, and analyze the data and information to obtain sufficient evidence to address the audit objectives. The preliminary audit objective is to determine (1) If the City’s building permit and inspection fees are accurately and consistently applied; (2) Evaluate the administration of the Development Services Program for adequate internal controls to safeguard the City from fraud, waste, and abuse. Procedures include, but are not limited to:

- Interviewing the appropriate individuals to gain an understanding of the organizational structure, processes, and controls related to the Development Services Program

- Analyze policies and procedures as well as the legislative and regulatory requirements to identify the criteria to be used for evaluation of control design and effectiveness
- Select a sample of Building Permit and Inspection Fee transactions to assess
- Compare processes and controls against best practices

### Step 3 – Reporting

In Step 3, the project team will perform tasks necessary to finalize audit working papers, prepare and review a draft report with stakeholders, and submit a final report for management response. Tasks include:

- Developing findings, conclusions, and recommendations based on the supporting evidence gathered
- Validating findings with appropriate individuals and discuss the root cause of the identified findings
- Complete supervisory review of working papers and a draft audit report
- Distribute a draft audit report and conduct a closing meeting with key stakeholders
  - Discuss the audit results, findings, conclusions, and recommendations
  - Discuss management responses
- Obtain written management responses and finalize a report
- Review report with members of City Council and/or the appropriate Council Committee

### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Audit Report
- Policy & Services Committee Audit Report Presentation

### Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$95,670. The not-to-exceed budget is based on an estimate of 500 total project hours, of which a minimum of 50 are estimated to be completed by the City Auditor.

### Reimbursable Expenses

We plan to complete all work remote including all interviews and documentation review. However, during the planning and fieldwork phases of this audit, the City and Baker Tilly may mutually determine it will be beneficial to perform a portion of the work on-site. Given this possibility, Baker Tilly could incur expenses for this Task.

The not-to-exceed maximum for reimbursable expenses for this Task is \$6,500.

The following summarizes anticipated reimbursable expenses:

- Round-trip Airfare – \$2,000 (1 round trip flight x 2 auditors)
- Ground transportation – \$800 (car rental or Uber/taxi)

- Hotel accommodation – \$3,000 (2 rooms x 4 nights)
- Food & Incidentals – \$2,100

**PROFESSIONAL SERVICES TASK ORDER**  
**TASK ORDER FY25-4.31 Junior Museum and Zoo**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340  
1B. TASK ORDER NO.: FY25-4.31  
2. CONSULTANT NAME: Baker Tilly Advisory Group, LP  
3. PERIOD OF PERFORMANCE: START: January 1, 2025 COMPLETION: June 30, 2025  
4. TOTAL TASK ORDER PRICE: \$89,900  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD  
5. BUDGET CODE \_\_\_\_\_ COST CENTER \_\_\_\_\_ COST  
ELEMENT \_\_\_\_\_ WBS/CIP \_\_\_\_\_ PHASE \_\_\_\_\_  
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Lydia Kou, Chair of the City Council's Policy and Services Committee  
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
  - SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

I hereby authorize the performance of the work described in this Task Order.

I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.

APPROVED:  
CITY OF PALO ALTO

APPROVED:  
COMPANY NAME: Baker Tilly Advisory Group, LP

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to conducting an internal audit of the Junior Museum and Zoo involves three (3) primary steps:

- Step 1: Audit Planning
- Step 2: Fieldwork and Testing
- Step 3: Reporting

#### Step 1 – Audit Planning

This step consists of the tasks performed to adequately plan the work necessary to address the overall audit objective and to solidify mutual understanding of the audit scope, objectives, audit process, and timing between stakeholders and auditors. Tasks include:

- Gather information to understand the environment under review
  - Understand the environment under assessment
  - Assess the City code, regulations, and other standards and expectations
  - Assess prior audit results, as applicable
  - Assess additional documentation and conduct interviews as necessary
- Assess the audit risk
- Prepare an audit planning memo and audit program
  - Refine audit objectives and scope
  - Identify the audit procedures to be performed and the evidence to be obtained and examined
- Announce the initiation of the audit and kick-off meeting with key stakeholders
  - Discuss audit objectives, scope, audit process, timing, resources, and expectations
  - Discuss documentation and interview requests for the audit

#### Step 2 – Fieldwork and Testing

The step involves executing the procedures in the audit program to gather information, interview individuals, and analyze the data and information to obtain sufficient evidence to address the audit objectives. The preliminary audit objective is to determine if the City’s Junior Museum and Zoo is operating effectively and efficiently to fulfill the program’s mission. Procedures include, but are not limited to:

- Interviewing the appropriate individuals to gain an understanding of the organizational structure, processes, and controls related to the Junior Museum and Zoo
- Analyze policies and procedures as well as the program mission and objectives to identify the criteria to be used for evaluation of control design and effectiveness
- Compare processes and controls against best practices

### Step 3 – Reporting

In Step 3, the project team will perform tasks necessary to finalize audit working papers, prepare and review a draft report with stakeholders, and submit a final report for management response. Tasks include:

- Developing findings, conclusions, and recommendations based on the supporting evidence gathered
- Validating findings with appropriate individuals and discuss the root cause of the identified findings
- Complete supervisory review of working papers and a draft audit report
- Distribute a draft audit report and conduct a closing meeting with key stakeholders
  - Discuss the audit results, findings, conclusions, and recommendations
  - Discuss management responses
- Obtain written management responses and finalize a report
- Review report with members of City Council and/or the appropriate Council Committee

### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Audit Report
- Policy & Services Committee Audit Report Presentation

### Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$89,900. The not-to-exceed budget is based on an estimate of 500 total project hours, of which a minimum of 40 are estimated to be completed by the City Auditor.

### Reimbursable Expenses

We plan to complete all work remote including all interviews and documentation review. However, during the planning and fieldwork phases of this audit, the City and Baker Tilly may mutually determine it will be beneficial to perform a portion of the work on-site. Given this possibility, Baker Tilly could incur expenses for this Task.

The not-to-exceed maximum for reimbursable expenses for this Task is \$6,500.

The following summarizes anticipated reimbursable expenses:

- Round-trip Airfare – \$2,000 (1 round trip flight x 2 auditors)
- Ground transportation – \$800 (car rental or Uber/taxi)
- Hotel accommodation – \$3,000 (2 rooms x 4 nights)
- Food & Incidentals – \$2,100

**PROFESSIONAL SERVICES TASK ORDER**

**TASK ORDER FY25-4.32 CSD Equipment and Materials Inventory Management**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340

1B. TASK ORDER NO.: FY25-4.32

2. CONSULTANT NAME: Baker Tilly Advisory Group, LP

3. PERIOD OF PERFORMANCE: START: January 1, 2025 COMPLETION: June 30, 2025

4. TOTAL TASK ORDER PRICE: \$89,900

BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD

5. BUDGET CODE \_\_\_\_\_ COST CENTER \_\_\_\_\_ COST

ELEMENT \_\_\_\_\_ WBS/CIP \_\_\_\_\_ PHASE \_\_\_\_\_

6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:

Lydia Kou, Chair of the City Council's Policy and Services Committee

7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)

MUST INCLUDE:

- SERVICES AND DELIVERABLES TO BE PROVIDED
- SCHEDULE OF PERFORMANCE
- MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
- REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)

8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

I hereby authorize the performance of the work described in this Task Order.

I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.

APPROVED:  
CITY OF PALO ALTO

APPROVED:  
COMPANY NAME: Baker Tilly Advisory Group, LP

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to conducting an internal audit of the Community Services Department Equipment and Materials Inventory Management three (3) primary steps:

- Step 1: Audit Planning
- Step 2: Fieldwork and Testing
- Step 3: Reporting

#### Step 1 – Audit Planning

This step consists of the tasks performed to adequately plan the work necessary to address the overall audit objective and to solidify mutual understanding of the audit scope, objectives, audit process, and timing between stakeholders and auditors. Tasks include:

- Gather information to understand the environment under review
  - Understand the environment under assessment
  - Assess the City code, regulations, and other standards and expectations
  - Assess prior audit results, as applicable
  - Assess additional documentation and conduct interviews as necessary
- Assess the audit risk
- Prepare an audit planning memo and audit program
  - Refine audit objectives and scope
  - Identify the audit procedures to be performed and the evidence to be obtained and examined
- Announce the initiation of the audit and kick-off meeting with key stakeholders
  - Discuss audit objectives, scope, audit process, timing, resources, and expectations
  - Discuss documentation and interview requests for the audit

#### Step 2 – Fieldwork and Testing

The step involves executing the procedures in the audit program to gather information, interview individuals, and analyze the data and information to obtain sufficient evidence to address the audit objectives. The preliminary audit objective is to determine if the Community Services Department Equipment and Materials Inventory Management system is operating effectively and efficiently:

- Interviewing the appropriate individuals to gain an understanding of the equipment and materials inventory management system
- Analyze policies and procedures related to equipment and material management and procurement to identify the criteria to be used for evaluation of control design and effectiveness
- Compare processes and controls against best practices

### Step 3 – Reporting

In Step 3, the project team will perform tasks necessary to finalize audit working papers, prepare and review a draft report with stakeholders, and submit a final report for management response. Tasks include:

- Developing findings, conclusions, and recommendations based on the supporting evidence gathered
- Validating findings with appropriate individuals and discuss the root cause of the identified findings
- Complete supervisory review of working papers and a draft audit report
- Distribute a draft audit report and conduct a closing meeting with key stakeholders
  - Discuss the audit results, findings, conclusions, and recommendations
  - Discuss management responses
- Obtain written management responses and finalize a report
- Review report with members of City Council and/or the appropriate Council Committee

### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Audit Report
- Policy & Services Committee Audit Report Presentation

### Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$89,900. The not-to-exceed budget is based on an estimate of 500 total project hours, of which a minimum of 40 are estimated to be completed by the City Auditor.

### Reimbursable Expenses

We plan to complete all work remote including all interviews and documentation review. However, during the planning and fieldwork phases of this audit, the City and Baker Tilly may mutually determine it will be beneficial to perform a portion of the work on-site. Given this possibility, Baker Tilly could incur expenses for this Task.

The not-to-exceed maximum for reimbursable expenses for this Task is \$6,500.

The following summarizes anticipated reimbursable expenses:

- Round-trip Airfare – \$2,000 (1 round trip flight x 2 auditors)
- Ground transportation – \$800 (car rental or Uber/taxi)
- Hotel accommodation – \$3,000 (2 rooms x 4 nights)
- Food & Incidentals – \$2,100

**PROFESSIONAL SERVICES TASK ORDER**  
**TASK ORDER FY25-4.33 Public Safety Staffing**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340
- 1B. TASK ORDER NO.: FY25-4.33
2. CONSULTANT NAME: Baker Tilly Advisory Group, LP
3. PERIOD OF PERFORMANCE: START: January 1, 2025 COMPLETION: June 30, 2025
4. TOTAL TASK ORDER PRICE: \$95,670  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD
5. BUDGET CODE \_\_\_\_\_ COST CENTER \_\_\_\_\_ COST  
ELEMENT \_\_\_\_\_ WBS/CIP \_\_\_\_\_ PHASE \_\_\_\_\_
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Lydia Kou, Chair of the City Council's Policy and Services Committee
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
  - SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)
8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

I hereby authorize the performance of the work described in this Task Order.

I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.

APPROVED:  
CITY OF PALO ALTO

APPROVED:  
COMPANY NAME: Baker Tilly Advisory Group, LP

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

## Attachment A DESCRIPTION OF SCOPE OF SERVICES

### Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

### Services & Deliverables

Baker Tilly’s approach to conducting an internal audit of Public Safety Staffing including Overtime three (3) primary steps:

- Step 1: Audit Planning
- Step 2: Fieldwork and Testing
- Step 3: Reporting

#### Step 1 – Audit Planning

This step consists of the tasks performed to adequately plan the work necessary to address the overall audit objective and to solidify mutual understanding of the audit scope, objectives, audit process, and timing between stakeholders and auditors. Tasks include:

- Gather information to understand the environment under review
  - Understand the environment under assessment
  - Assess the City code, regulations, and other standards and expectations
  - Assess prior audit results, as applicable
  - Assess additional documentation and conduct interviews as necessary
- Assess the audit risk
- Prepare an audit planning memo and audit program
  - Refine audit objectives and scope
  - Identify the audit procedures to be performed and the evidence to be obtained and examined
- Announce the initiation of the audit and kick-off meeting with key stakeholders
  - Discuss audit objectives, scope, audit process, timing, resources, and expectations
  - Discuss documentation and interview requests for the audit

#### Step 2 – Fieldwork and Testing

The step involves executing the procedures in the audit program to gather information, interview individuals, and analyze the data and information to obtain sufficient evidence to address the audit objectives. The preliminary audit objective is to determine if the Public Safety Departments (Fire and Police) are effectively and efficiently staffed including use of overtime:

- Interviewing the appropriate individuals to gain an understanding of the organizational structures, processes, and controls related to staffing and use of overtime including plans and systems used
- Analyze policies and procedures related to Public Safety staffing to identify the criteria to be used for evaluation of control design and effectiveness

- Analyze Public Safety performance metrics to determine if staffing levels enable desired performance outcomes
- Compare performance processes and controls against best practices

### Step 3 – Reporting

In Step 3, the project team will perform tasks necessary to finalize audit working papers, prepare and review a draft report with stakeholders, and submit a final report for management response. Tasks include:

- Developing findings, conclusions, and recommendations based on the supporting evidence gathered
- Validating findings with appropriate individuals and discuss the root cause of the identified findings
- Complete supervisory review of working papers and a draft audit report
- Distribute a draft audit report and conduct a closing meeting with key stakeholders
  - Discuss the audit results, findings, conclusions, and recommendations
  - Discuss management responses
- Obtain written management responses and finalize a report
- Review report with members of City Council and/or the appropriate Council Committee

### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Audit Report
- Policy & Services Committee Audit Report Presentation

### Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

### Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$95,670. The not-to-exceed budget is based on an estimate of 500 total project hours, of which a minimum of 50 are estimated to be completed by the City Auditor.

### Reimbursable Expenses

We plan to complete all work remote including all interviews and documentation review. However, during the planning and fieldwork phases of this audit, the City and Baker Tilly may mutually determine it will be beneficial to perform a portion of the work on-site. Given this possibility, Baker Tilly could incur expenses for this Task.

The not-to-exceed maximum for reimbursable expenses for this Task is \$6,500.

The following summarizes anticipated reimbursable expenses:

- Round-trip Airfare – \$2,000 (1 round trip flight x 2 auditors)
- Ground transportation – \$800 (car rental or Uber/taxi)
- Hotel accommodation – \$3,000 (2 rooms x 4 nights)

- Food & Incidentals – \$2,100

**PROFESSIONAL SERVICES TASK ORDER**

**TASK ORDER FY25-4.34 Follow-Up Audit Activities**

Consultant shall perform the Services detailed below in accordance with all the terms and conditions of the Agreement referenced in Item 1A below. All exhibits referenced in Item 8 below are incorporated into this Task Order by this reference. The Consultant shall furnish the necessary facilities, professional, technical and supporting personnel required by this Task Order as described below.

CONTRACT NO. C21179340

OR PURCHASE ORDER REQUISITION NO. (AS APPLICABLE)

- 1A. MASTER AGREEMENT NO. (MAY BE SAME AS CONTRACT / P.O. NO. ABOVE): C21179340
- 1B. TASK ORDER NO.: FY25-4.34
2. CONSULTANT NAME: Baker Tilly Advisory Group, LP
3. PERIOD OF PERFORMANCE: START: January 1, 2025 COMPLETION: June 30, 2025
4. TOTAL TASK ORDER PRICE: \$59,390  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD
5. BUDGET CODE \_\_\_\_\_ COST CENTER \_\_\_\_\_ COST  
ELEMENT \_\_\_\_\_ WBS/CIP \_\_\_\_\_ PHASE \_\_\_\_\_
6. CITY PROJECT MANAGER'S NAME & DEPARTMENT:  
Lydia Kou, Chair of the City Council's Policy and Services Committee
7. DESCRIPTION OF SCOPE OF SERVICES (Attachment A)  
MUST INCLUDE:
  - SERVICES AND DELIVERABLES TO BE PROVIDED
  - SCHEDULE OF PERFORMANCE
  - MAXIMUM COMPENSATION AMOUNT AND RATE SCHEDULE (as applicable)
  - REIMBURSABLE EXPENSES, if any (with "not to exceed" amount)
8. ATTACHMENTS: A: Task Order Scope of Services B (if any): N/A

I hereby authorize the performance of the work described in this Task Order.

I hereby acknowledge receipt and acceptance of this Task Order and warrant that I have authority to sign on behalf of Consultant.

APPROVED:  
CITY OF PALO ALTO

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

APPROVED:  
COMPANY NAME: Baker Tilly Advisory Group, LP

BY: \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Attachment A  
DESCRIPTION OF SCOPE OF SERVICES

## Introduction

Attachment A, the Description of Scope of Services, contains the following four (4) elements:

- Services and Deliverables To Be Provided
- Schedule of Performance
- Maximum Compensation Amount and Rate Schedule (*As Applicable*)
- Reimbursable Expenses, if any (With “Not To Exceed” Amount)

## Services & Deliverables

Baker Tilly will provide the following services in conducting Follow-Up Audit Activities::

- Track and monitor progress on all audit recommendations
- Obtain sufficient evidence to support conclusions regarding the status of audit recommendations
- Annually report on the status of recommendations

### Deliverables:

The following deliverables will be prepared as part of this engagement:

- Annual Status of Audit Recommendations Report
- Policy & Services Committee Report Presentation

## Schedule of Performance

Anticipated Start Date: January 1, 2025

Anticipated End Date: June 30, 2025

## Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$59,390. The not-to-exceed budget is based on an estimate of 500 total project hours, of which a minimum of 40 are estimated to be completed by the City Auditor.