

**PROFESSIONAL SERVICES TASK ORDER**

**TASK ORDER FY24-06 Evaluation and Benchmarking**

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.: FY24-06
- 2. CONSULTANT NAME: Baker Tilly US, LLP
- 3. PERIOD OF PERFORMANCE: START: July 1, 2023 COMPLETION: June 30, 2024
- 4. TOTAL TASK ORDER PRICE: \$24,000  
BALANCE REMAINING IN MASTER AGREEMENT/CONTRACT TBD
- 5. BUDGET CODE \_\_\_\_\_  
COST CENTER \_\_\_\_\_  
COST ELEMENT \_\_\_\_\_  
WBS/CIP \_\_\_\_\_  
PHASE \_\_\_\_\_
- 6. CITY PROJECT MANAGER’S NAME & DEPARTMENT:  
Greg Tanaka, 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 undergoing a peer review involves three (3) primary steps:

- Step 1: Preparation for a peer review
- Step 2: A peer review by an independent evaluator
- Step 3: Cost per audit analysis

#### Step 1 – Preparation for a peer review

The Office of the City Auditor (OCA) will conduct a self-assessment before a peer review.

#### Step 2 – A peer review by a qualified organization

OCA will undergo a peer review conducted by an independent evaluator. In order to accomplish this task, OCA will:

- Request a peer review from the Association of Local Government Auditors (ALGA)
- Provide documents and answer questions as requested by ALGA
- Obtain a peer review report from ALGA

#### Step 3 – Cost per audit analysis

OCA will prepare a cost per audit analysis.

#### Deliverables:

Legislative documents will be prepared to present a peer review report from an independent evaluator.

### Schedule of Performance

Anticipated Start Date: July 1, 2023

Anticipated End Date: June 30, 2024

## Maximum Compensation Amount and Rate Schedule

The not-to-exceed maximum, inclusive of reimbursable expenses (as summarized below) for this Task is \$24,000. The not-to-exceed budget is based on an estimate of 95 total project hours, of which 25 are estimated to be completed by the City Auditor.

## Reimbursable Expenses

Baker Tilly anticipates no travel costs. All procedures including interviews and documentation reviews are expected to be completed remotely.