

MAY 3, 1985

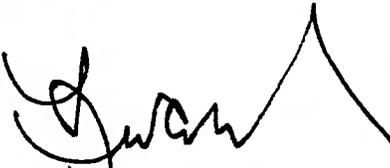
MANAGING DIRECTOR'S DIRECTIVE NO. 39

CONTRACT AUDIT SERVICES

The Charter designates the Controller's Office as the official audit agency for City government. The City Controller has requested that contracts for audit services be mutually reviewed and approved by the contracting department and the Controller's Office.

In order to put this process into effect, please comply with the following:

- 1) Immediately upon determining the need for "outside" auditing services, you are to contact the First Deputy City Controller. Please supply him/her with all pertinent information regarding the service needed, and he/she will make a determination as to whether the Controller's Office can conduct the audit for you. If it is determined that they cannot perform the work, the First Deputy City Controller will recommend audit firms to augment those which already may be known to you. If an audit has been done in the past by an individual CPA, please provide the First Deputy City Controller with the name of the firm and an assessment of the work that the company has done for you in the past.
- 2) Once you have developed an Request for Proposal (RFP) for the work to be performed, the First Deputy City Controller's office will review that Request for Proposal to make certain that the job to be performed as described in the RFP will meet the appropriate standards.
- 3) Proposals from the firms shall be addressed to the City Controller and the commissioner or agency head.
- 4) After the project is completed, please forward a copy of any final report to the First Deputy City Controller.



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Managing Director