



Finance-Internal Audit & Licensing

Cornelia Louis
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DATE: June 20, 2012

TO: Kelvin Walton, Director, Purchasing and Contracting Department

FROM: Cornelia Louis, Acting Deputy Director of Finance- Internal Audit & Licensing

SUBJECT: Sizemore Group Contract # 09-901570

RE: Contract Compliance Audit 2009 through 2011

General Information

Sizemore Group contracted, Contract# 09-901570, with DeKalb County to provide Professional Architectural and Engineering Design Services. These services include drawings, stamps, programming, interior design, project management, and building code compliance. Sizemore Group is in its third renewal period with DeKalb County. The contract period is from June 1, 2009 to May 31, 2014. The contract is not to exceed \$1,000,000 annually.

The use of this vendor for projects costing \$20,000 or less is equally divided among all consultants providing this type of service. Projects with an anticipated cost ranging between \$20,001 and \$100,000 require a competitive cost proposal to be submitted and the lowest bidder would be awarded the project. Projects with an anticipated cost of \$100,001 or greater require the County to seek additional qualified firms through a formal RFP.

2009-2011 Total Payments to Sizemore Group LLC,

Year	Total Payments*
2009	\$384,296.18
2010	\$352,225.58
2011	\$774,502.80

*Total payments reflect sum of payments made to Sizemore Group LLC, each year. Please note that projects and payments of the current year may carry over to the following year until the project is complete. Information was obtained from Oracle.

Purpose and Scope

Our audit was conducted to ensure compliance with contract number 09-901570 between Sizemore Group and DeKalb County for professional architectural and engineering design services. Our review covered periods 2009 through 2011.

We conducted our audit in accordance with Generally Accepted Auditing Standards and included such test of records and other auditing procedures as were considered necessary for the review. We reviewed contracts, invoices, cost proposals, check copies, correspondences as it related to each work authorization, and interviewed appropriate personnel.

Opinion

In our opinion, Sizemore Group and DeKalb County has complied with the terms as outlined in its contractual agreement.

Comment

From the sample taken, we discovered one invoice without the user department personnel's signature. The signature represents an agreement of the project completed percentage and approval of the billing amount. The invoice amount was approximately \$7,000. The user department is encouraged to review and sign all invoices to verify that billing is in accordance with the work performed and contractual agreement.

Please feel free to contact me if you have any concerns relating to this report.



Cornelia Louis

cc: Richard Stogner, Executive Assistant/Chief Operating Officer
Joel Gottlieb, Finance Director/Chief Financial Officer
William (Ted) Rhinehart, Deputy COO of Infrastructure