

Special Investigation Services

1. Create a scope of work including areas to be investigated, timeframe, and deliverables
2. Use Controller's list of pre-qualified firms for auditing and investigative services
3. Send Letter of Intent and solicit proposals from pre-qualified firms
4. Panel reviews proposals and determines the rank of qualified firms based on the pre-set criteria
5. The most qualified firm(s) to be recommended to the Committee/Board for review and approval
6. Contract negotiation
7. Secure funding through supplemental appropriation

