

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

140



SUBMITTAL DATE:
February 3, 2004

FROM: County Auditor-Controller

SUBJECT: Purchase of TeamMate Audit Management System

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the purchase of Teammate Audit Management System as a fixed asset at a cost of \$22,000 from PriceWaterhouse Coopers, LLP.
2. Approve and Direct the Auditor-Controller to make the necessary budget adjustments.

BACKGROUND: Based on recent changes in the audit environment, Internal Audits has enhanced the audit services provided throughout the County using a risk-based audit approach in audit planning and audit execution. TeamMate is an off-the-shelf, Windows based audit management tool, which includes modules to increase efficiency and productivity of the entire audit process. It includes modules for risk assessment, scheduling, planning, audit execution, review, report generation, trend analysis and data storage. Several California Counties including Los Angeles and San Diego use it.

Internal Auditing Standards require the documentation of audit planning, supervision and testing. This documentation along with audit report writing consumes approximately 40 – 50% of the time spent on each audit.

(Continued on Page 2)

for
Robert E. Byrd,
County Auditor-Controller

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 22,000	In Current Year Budget:	No
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ 4,400	For Fiscal Year:	FY 03/04

SOURCE OF FUNDS: Transfer from current year Services and Supplies appropriation.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input checked="" type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE.

County Executive Office Signature

Prev. Agn. Ref.: _____ **District:** _____ **Agenda Number:** _____

3.25

FISCAL PROCEDURES APPROVED
 ROBERT E. BYRD, Auditor-Controller
 BY Deputy
 3/04
 IT DEPT

Dep't Recomm.: Policy Policy
 Per Exec. Ofc.: Consent Consent

COUNTY OF RIVERSIDE
 OFFICE EXECUTIVE
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 FEB 11 11:50 AM '04

SUBMITTAL TO THE BOARD OF SUPERVISORS

County Auditor-Controller

Subject: Purchase of TeamMate Audit Management System

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BACKGROUND CONTINUED:

The ACO used the informal bid process to request proposals for this project. As a result of this request; the ACO received five different software packages for evaluation. Three of the packages were eliminated due to their incompatibility, as those packages used Lotus Notes and the ACO uses the Microsoft Suite of products. After careful evaluation of the remaining two products and the options each of them provided, TeamMate Audit Management System (TeamMate) was selected because it includes a superior risk evaluation module and it is easier to use without extensive training.

One of the specific benefits of TeamMate is expected productivity increase of about 20 percent. This is achieved using the integrated audit management system to decrease the amount of manual processes performed by Internal Auditors and the automated documentation and compiling of information. The time saved by automating the documentation and report writing processes can then be used to perform additional audits that otherwise will not be performed.

Additionally, with the use of the TeamMate database set-up, Auditors working in the field could use the database replication feature to update electronic working papers just as if they were in the office. With this feature Audit Managers are better equipped to provide more timely review, feedback and supervision to Staff Auditors whether they are in the field or in the office.

The cost of TeamMate is \$22,000, and includes the initial set-up, ten licenses, one training course, and two years of support (on-line and telephone assistance and product upgrades). Support and upgrades will cost an additional \$4,400 per year after the initial two-year period. This cost will not be realized until FY 05/06 and the Auditor Controller's office will absorb the \$4,400 for support costs in their Appropriation 2 budget.

FINANCIAL DATA:

The department is requesting a budget adjustment to transfer the appropriation from its Professional Services appropriation to cover these costs.

Decrease Appropriations:

10000-130010000-525440	Professional Services	\$22,000
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Increase Appropriations:

10000-130010000-546280	Capitalized Software	\$22,000
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OFFICE
EXECUTIVE
FEB 2 11 51 AM '06

**FORM 11 Review - Department of Information
Technology**

**SUBJECT: Auditor Controller – Audit Management
System**



Review Date: February 4, 2004

- Conforms/meets County technology standards*
- Outside County technology standards*
- Outside County technology standards - compatible with standards*
- Standards do not exist for this County Technology*

Comments:

The Information Technology Department has reviewed the technical architecture of the TeamMate Audit Management System. This software conforms to County Technology Standards, utilizing County standard HP Intel hardware platforms, MS Windows, MS Office, and associated backend database software approved by the Departmental Technology Standards Committee.

The TeamMate Audit Management System provides a flexible open architecture that can be adapted to support future changes to the County's computing architecture. The Information Technology (IT) Department will not serve in a project management capacity and the project will be coordinated and overseen by Auditor Controller staff.

CIO RECOMMENDATION:

The proposed hardware and software conform to selected County Technology standards. We concur with the selection of the PWC TeamMate Audit Management System.

Chief Information Officer Signature