



CONSENT CALENDAR  
May 9, 2023

To: Honorable Mayor and Members of the City Council

From: Jenny Wong, City Auditor *zw*

Subject: Contract No. 32000180 Amendment for Audit Management and Recommendation Tracking Software

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32000180 with Missionmark for audit management and recommendation tracking software, increasing the amount by \$100,000 for a total amount not to exceed \$124,000 and extending the contract term to May 30, 2027.

Missionmark is a comprehensive audit management software which is utilized by the City Auditor’s Office to properly track, manage, and maintain records regarding audit work and maintain a public dashboard for audit recommendation implementation tracking.

FISCAL IMPACTS OF RECOMMENDATION

The contract amendment with Missionmark will add \$100,000 to the contract and extend the contract for an additional five years.

Funding for the amendment and additional years will be included in the General Fund budget code 011-12-122-000-0000-000-411-612-990.

Original Contract Amount (January 21, 2020)	\$4,000
Previous Contract Amendment (June 1, 2020 – May 31, 2023)	\$20,000
<b>June 1, 2023 – May 30, 2024</b>	\$20,000
<b>June 1, 2024 – May 30, 2025</b>	\$20,000
<b>June 1, 2025 – May 30, 2026</b>	\$20,000
<b>June 1, 2026 – May 30, 2027</b>	\$20,000
<b>Total New Contract Amount</b>	<b>\$124,000</b>

The increase in June 2024 is to account for 6 users rather than 5 users in prior years.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley City Auditor has Charter authority and responsibility to conduct performance and financial audits or special studies of all phases of the City of Berkeley government in accordance with government auditing standards. The Auditor is required to retain workpaper files concerning all reports for at least three years.

On January 21, 2020, the City entered into Contract No 32000180 with Missionmark to procure its audit management and recommendation tracking software to better manage audit records and to increase transparency through the public recommendation dashboard. The original contract was not to exceed \$4,000.

On May 20, 2020, the City amended Contract No 32000180 with Missionmark to secure the software at a discounted rate through May 31, 2023. This amendment increased the contract NTE to \$24,000.

The funds in the contract with Missionmark have been exhausted. Moreover, the Auditor's Office would like to continue to use the audit management software; therefore, a contract amendment is necessary to continue this contract through May 2027 with additional funding.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental sustainability and climate effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

Missionmark has provided a robust platform through which auditors within the Auditor's Office can document, track, and manage audits and audit recommendations. The software is utilized by users outside the Auditor's Office as well, to track progress on audit recommendations.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Jenny Wong, City Auditor, 510-981-6750

Contract No. 32000180 Amendment: Missionmark

CONSENT CALENDAR  
May 9, 2023

Attachment:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32000180 AMENDMENT: MISSIONMARK FOR AUDIT  
MANAGEMENT AND RECOMMENDATION TRACKING SOFTWARE

WHEREAS, the Missionmark audit management software allows staff the use of modernized and evolving technology to manage audits and maintain proper records of audit work and recommendation implementation;

WHEREAS, on January 21, 2020, the City entered into Contract No. 32000180 with Missionmark to procure its audit management software to centralize and better manage its audit records;

WHEREAS, amending the existing contract with Missionmark to continue the use of its audit management software is essential for the City Auditor's Office;

WHEREAS, an additional \$100,000 is needed to continue the use of Missionmark until the end of May 2027; and

WHEREAS, funds are available and will be budgeted in future fiscal years in an amount not to exceed \$124,000 through May 30, 2027 in budget code 011-12-122-000-0000-000-411-612-990.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. with Missionmark for use of their audit management software, increasing the amount by \$100,000 for a total amount not to exceed \$124,000, and extending the contract term through May 30, 2027. A record signature copy of said contract and any amendments are to be on file in the Office of the City Clerk.