

**INTERNAL AUDIT DEPARTMENT  
Memorandum 25-01**



**Date:** October 7, 2024

**To:** Mark Berman, City Attorney

**From:** D.C. Kiyemba, Internal Auditor *DCK*

**Re:** **Agenda Item Ordinance Request re: Service Contract No. 12393 for TeamMate+ Audit Function Management Software from Wolters Kluwer Financial Services, Inc.**

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Please prepare an ordinance for a five-year license agreement between the City and Wolters Kluwer Financial Services, Inc. on the City Commission Agenda for the October 22, 2024 and November 5, 2024 meetings.

Wolters Kluwer will provide a license to use TeamMate+ (Plus) ("TeamMate") software as an audit function management software, to assist Internal Audit in managing risk assessments, internal and external quality assessments, along with managing day-to-day internal audit functions, to meet Internal Audit professional standards.

The City will pay an amount not to exceed \$42,920 in the first year to cover implementation, set up, subscription, and consultation – for 3 FTEs. Subsequent to that, the City will pay subscription amounts not to exceed \$8,246.49, \$8,823.74, \$9,441.41, and \$10,102.30 for the respective following 4 years.

The initial cost has been budgeted in the FY 24-25 budget, subsequent costs will be budgeted for accordingly.

Let me know if you have any questions or concerns.

Thank you.