

Department of Liquor Control Audit (PEA-56)
Request for Proposal Scope

The purpose of the audit is to provide the Department of Liquor Control (“Department”) and Liquor Control Commission (“Commission”) with a management tool to: 1) evaluate the effectiveness and efficiency of the Department’s current operations, and 2) assist with making long-term, decision-making solutions to improve overall operations and public trust.

A performance audit will be conducted to review the organizational structure and current policies of the Department and Commission. At a minimum, the audit shall:

- a. Obtain confidential feedback on the Department’s operations from various groups, including department employees, County departments (Police, Prosecuting Attorney, Corporation Counsel); other counties; liquor licensees, including those for special event fundraising; and business advisory groups.
- b. Analyze the Department’s overall staffing needs, including current staff shortages (how long have these positions been vacant and are they necessary).
- c. Analyze the interpretation of State law and implementation by the Department for the past 5 years.
- d. Determine whether the license application process can be streamlined and recommend changes.
- e. Review and compare the internal structure and responsibilities of the licensing and enforcement sections.
- f. Evaluate and recommend changes to the Department’s vehicle policy, including how County-owned vehicles are assigned, how the Department administers the take-home vehicle policy, and implementation of global position tracking systems (GPS) installed on County-owned vehicles.
- g. Determine whether term limits should be set for Commission members.
- h. Analyze the relationship between the Commission and the Department.