



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
Joseph Thomas, Purchasing Director
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<http://sedgwickcounty.org/finance/purchasing.asp>

AUDITING SERVICES
#16-0068
ADDENDUM 5

November 9, 2016

The following is to ensure that vendors have complete information prior to submitting a response. Below are some clarifications regarding Auditing Services:

Questions and/or statements of clarification are in bold font, and answers to specific questions are italicized.

1. What is the time frame in which the County would like this project to start and end?

Answer: Awarded vendor will be expected to begin this portion of the audit simultaneous to the overall audit itself. This special report will be submitted by the awarded vendor annually and submitted one month after the financial audit has been completed.

2. The addendum requests an evaluation of the County's internal financial policies, processes and procedures. The County's website – under the Division of Finance section – lists various financial policies of that division. Is the scope of services intended to cover those policies, or others in addition to those listed on the website? Any further clarification you could provide on the scope of what is intended to be included within "internal financial policies, processes and procedures" would be helpful.

Answer: The scope of services will cover current policies as listed on the Department of Finance website and will also include two (2) additional policies: 1) Travel and Business Expense Policy and 2) Credit Card Policy. The awarded vendor is advised that this list is not all-inclusive; from time to time the County may develop additional policies that would need to be included in this evaluation.

3. Does Sedgwick County want an opinion on internal controls included as part of the external audit?

Answer: No.

4. Is the scope of this project just the County accounting/financial department? Or does it extend to all county departments such as parks, public works, etc.?

Answer: At this time, and for the duration of this Agreement, the scope of this project is limited to the County's Finance Division.

5. If the project is county wide, can we provide an hourly rate and then scope out each department as needed?

Answer: Sedgwick County allows each proposer to decide those details and state them clearly in their proposal responses.

6. Does Sedgwick County have an internal audit department?

Answer: Sedgwick County recently hired an internal performance auditor.

The proposed “policies and procedures” plan must be submitted by 5:00 P.M., November 14, 2016 and can be submitted electronically to kara.kingsley@sedgwick.gov . Please include all details pertaining to this expanded scope of service, including costs, timelines, etc.



Kara Kingsley
Purchasing Agent