

What accounting system and version is currently used?

Smith Data 4.8.6.1

Is periodic training offered to County staff for system upgrades?

Not usually

Are County policy and procedures offered to new hires and for staff transferred to different roles?

County policies and procedures are offered to new hires and transferred staff; however, it is up to the departments and elected officials to train staff accordingly.

Will work coordination be directly with the County Treasurer and the Finance Director?

YES

Please note if there is any work coordination with the Auditor Office staff?

No, the elected Auditor will not be included.

Were similar internal auditing services performed before by other firms? If so please note the firm, year of service and if there were significant findings.

NO

The Scope of Work requirements (pages 5-6) notes the audit plan should address special studies for Dept Heads and Elected Officials. What are the specific areas of interest for Depts or key functions to address to ensure bidders focus on the County needs?

In areas such as Building Dept, Transfer Station, etc. No specific departments have been assigned at this time. I believe that it would be more for procedural instructions more than anything else.

Will the selected vendor/audit firm work with Information technology staff on system controls?

Smith Data has not been contacted. The County IT staff is one (1) individual.

Are there specific interests the County has for enterprise government activity that should be addressed in the audit plan/proposal?

Currently we do have enterprise funds. It is possible that we will discuss the Airport Enterprise Fund and any enterprise fund that the county has. We have a nursing home/independent living facility but do not propose including it in this audit at this time.

If firms have relevant in-depth expertise outside of South Carolina be objective considered to service Newberry County?

Yes

Are there any admin requirements to submit for out-of state providers, beyond a Certificate of Authority for So. Carolina?

As long as the firm is registered and licensed to do business in the State of South Carolina, we will accept their proposals.

The budget parameters for the average hrs and max hours per month is understood. Please describe if there is provision for some appropriate time at project inception to meet with key staff and implement a strong planning framework.

February though June are busy times for the Finance Director; however, the County wishes to make every effort to begin this process as soon as possible, depending on the chosen firms start time.

Please convey the annual 2009 budget for Newberry County and current population served.

A copy of the 2009 Budget is available on the website and the population is 37,633

How will the RFP addendum for questions & answers be distributed? Will it be e-mailed and posted on the website?

Any addenda and questions and answers will be posted on the County's website; www.newberrycounty.net/purchasing . It is the sole responsibility of interested firms to obtain pertinent information about the solicitation package.

If a service firm can provide relevant experience with counties, cities and towns is this deemed

If interested firms can provide sufficient relevant experience with counties, cities and towns they may be considered and evaluated as will all responsive submittals.

Newberry County's geographic area covers the cities and towns of Newberry, Whitmire, Prosperity and Little Mountain. Does the internal audit work scope include any inter-government services with these cities and towns?

No

Will there be a proposers conference to obtain additional information about the scope of work requested?

The County will not hold a pre-proposal meeting for this solicitation.

To whom will the internal audit reports be addressed?

Wayne Adams, County Administrator

Is there a history of deficiencies in the internal controls at the County? If so, please provide a description of the deficiencies reported to those charged with governance.

The most recent audits are provided on the County website under the Finance Department; www.newberrycounty.net

Section C. Scope of Work lists 8 bulleted items:

Is there any particular priority to the items listed?

According to the Finance Director, number 5 would be top priority. Inspecting accounting system to determine the efficiency and protective value.

Has any suspected fraud or non-compliance with laws or regulations been reported to those charged with governance?

No.

Section C. on page 5 references a "not to exceed forty (40) hours per month" and Section E. item 16 on page 10 references "the minimum number of hours as addressed in this RFP". Are there a minimum number of hours being requested?

At the beginning of the process, the Finance Director anticipates the hours will be over forty (40) hours per month, but after the initial response the hours will probably vary.

