REQUEST FOR PROPOSALS
Solicitation Number: R-16-004-GC

QUALITY ASSESSMENT REVIEW OF INTERNAL AUDIT DEPARTMENT

Questions and Answers – | May 23, 2016

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Q1: **Will the internal audit department (IAD) require and/or have a preference that each of the service provider team members assigned to this engagement has recognized certifications such as: Certified Internal Auditor and/or Certified Fraud Examiner?**

A1:   The IAD is not requiring specific certifications for each team member. The overall capabilities, qualifications, and experience of the team will be taken into consideration when evaluating the proposals.

Q2: **How many internal audit reports does IAD issue, on average, on an annual basis?**

A2:   On average, the IAD completes 15 audits on an annual basis.

Q3: **How are IAD's work papers organized and maintained (i.e. electronic work paper system such as TeamMate or AutoAudit)?**

A3:   The IAD has utilized TeamMate since 2014.

Q4: **Would the IAD be open to or have a preference to have work paper review conducted off-site at our offices (if technologically feasible)?**

A4:   The IAD does not have a preference.

End Questions and Answers