



City of Killeen

ADDENDUM NO. 2 for RFQ 17-04

FORENSIC AUDIT

RFQ CLOSING DATE: November 4th, 2016, @ 3:00 p.m.

Today's date: November 1st, 2016.

The following questions have been presented. Answers follow in *italics*.

Q. Is there potential for the scope to expand beyond the Finance, Public Works, and Human Resources departments?

A. *Only if the findings from the audit of these three departments indicate the need to expand the scope.*

Q. Does the scope include evaluating the internal policies and controls, overall finances, hiring procedures, and overall cash collections as they relate Finance, Public Works, and Human Resources departments only or does the scope include evaluating these items for the City as a whole?

A. *The intent is to begin with the three listed departments, but the firm may be asked to expand to other departments if the initial findings indicate the need to expand the scope.*

Q. Does the scope include evaluating and testing the effectiveness of internal controls as part of the City's annual financial statement audit or to support the annual financial statement audit?

A. *No. This is a separate, more in depth effort in evaluating internal controls.*

Q. What type of controls are within scope (financial, operational, security, etc.)?

A. *All controls are within the scope.*

Q. Are the City's policies and procedures centrally housed in a single location?

A. *The City's Handbook is maintained in one location, however, many of the departments and divisions have their own standard operating procedures that relate to their specific duties.*

Q. Is each department responsible for maintaining their own policies and procedures?

A. *Some departments and divisions maintain their own policies and procedures.*

Q. Are policies and procedures available in electronic format?

A. Yes

Q. Are there additional HR matters within scope? Such as assessing the policies and procedures related to employees reporting potential misconduct and assessing/implementing tools used to monitor related parties of employees

A. Yes.

Q. Does the scope of work include assessment or implementation of the City's ethics/whistleblower hotline for vendors and contractors?

A. *Not initially. However, if initial findings indicate the need to expand the scope to include this specific area, then the firm may be asked to do so.*

Please acknowledge receipt of Addendum No. 2 by signing below and returning to the Purchasing Office in your packet.

Randy Jimenez
Purchasing Manager

Acknowledgement:

Signature: _____

Print Name: _____

Title: _____

Company: _____

Date: _____