



**County of El Paso Purchasing Department**  
**800 E. Overland Room 300**  
**El Paso, Texas 79901**  
**(915) 546-2048 / Fax: (915) 546-8180**  
[www.epcounty.com](http://www.epcounty.com)

---

**ADDENDA 3**

To: All Interested Vendors

From: Araceli Hernandez, Formal Bid/Buyer

Date: July 23, 2019

Subject: RFQ 19-030 Professional Services Contract for Internal Process Review Audit for the County of El Paso

---

**This addendum has been issued to notify vendors of the following questions the Purchasing Department received:**

1. What is the County's expectation as to the number of man hours it will take to complete each of the assessments outlined in the RFQ?

**Response: Respondents are expected to propose a cost and timeline for each assessment based on the delineated scope utilizing their understanding of requirements relating to normal, customary and historical practices in performing similar reviews.**

2. Addenda 1 inserted the word "Audit" into the title of the RFQ. The proposal itself refers to the vendors as "consultants." Please clarify whether this engagement is an audit of internal controls on each of the outlined assessments, or whether this is a consulting engagement.

**Response: The word "audit" was inadvertently omitted from the complete title. Note that the County seeks a consultant to audit (review and make an assessment) on current various business processes in the County and provide feedback on possible process improvements. Assessment I is for the business processes of the County departments at-large. Assessment II is for the business processes of the County Auditor's Office. Both assessments will require analysis and documentation resulting in recommendations which include policies and procedures.**

3. Should we be interested in providing services for only one of the assessments, will the timeline commitment remain at one year from start to finish (as stated on page 9 of the RFQ)? Or will the

timeline commitment be adjusted? If the timeline will be adjusted, what, then, is the timeline for each assessment?

**Response: Each Assessment timeline is proposed not to exceed one year and if necessary, proposer may include multiple phases to accomplish either or both assessments and is negotiable. Assessment I and II are separate and apart and the County requires proposals for either or both each having a unique timeline based on criteria delineated for each assessment.**

4. Has the County prepared a budget for this project and if so, what is it?

**Response: Although specific funding is earmarked for each assessment, it is the County's intent to obtain an independent estimate of the projected true costs of each proposed assessment and related services and therefore funding may be subject to change.**

---

#### **QUESTIONS AND ANSWERS FOR ASSESSMENT I:**

5. Were there any issues and/or conditions discovered that led to this RFP?

**Response: Yes, we have a few incidents that are individual in nature that have led us to request these services. These issues will be provided during the review phase to develop which areas to focus the majority of time on during the internal controls analysis.**

6. Have there been any significant changes in staffing and/or procedures recently?

**Response: Countywide staffing has grown by less than 2% in the past 2 years. Some procedures have been updated partially due to a new ERP system and partially due to identification of procedural deficiencies.**

7. Has County Administration awarded similar RFPs in the past? If so, what were the fees and the results of the procedures performed.

**Response: No.**

8. Does the County use all the Tyler Munis modules (i.e. capital assets, etc.) or are there any ancillary programs used as part of the financial system?

**Response: See attachment Exhibit A for Tyler Munis modules not used and other ancillary programs.**

9. How many departments and/or locations are estimated to be reviewed?

**Response: This would be negotiable. Some reviews would be holistic such as the process for review and submittal of invoices for payment. Departments that have inventory or have cash handling practices would be another example that is not specific to a department based review.**

10. When was the last time a comprehensive policy and procedure update was approved by the Commissioners?

**Response: Unknown.**

11. When does County Administration anticipate the project to begin?

**Response: After award and contract negotiations, approximately October 1, 2019.**

12. Have there been any issues of non-compliance with Texas statutorily required processes for Counties in the past?

**Response: Unknown.**

13. Have there been any audits and/or reviews performed by any third-parties (i.e. granting agencies, State of Texas, etc.) recently? If so, what were the results?

**Response: Yes, we have an annual financial audit, of multiple grants for grant accounting, and audits of other state standards such as jail standards. All have generally been clean with minimal issues or findings.**

---

#### **QUESTIONS & ANSWERS FOR ASSESSMENT II:**

14. Has the County Auditor awarded similar RFPs in the past? If so, what were the fees and the results of the procedures performed.

**Response: Auditor's office has never requested or awarded a similar RFQ nor have circumstances arisen required such review. (Auditor will discuss background leading up to this RFQ during engagement with successful bidder)**

15. Have there been any significant changes in staffing and/or procedures recently?

**Response: Staffing additions: FY2018, 5, FY2019, 4 (2 vacant unfunded)**

16. Does the County Auditor use all the Tyler Munis modules (i.e. capital assets, etc.) or are there any ancillary programs used as part of the financial system?

**Response: See Exhibit A for Munis module usage and ancillary programs.**

17. When was the last time a comprehensive standard operating procedures manual (SOP) update was performed?

**Response: Updates have been perpetual as needed by division, Implemented Tyler Munis ERP system beginning October 2016. Due to major changes adjusting to new ERP, requires total assessment and revision of SOP. Internal Auditor staff reviewing and overseeing SOP update project which remains ongoing.**

18. When does the County Auditor anticipate the project to begin?

**Response: Job would commence after final negotiation and upon formal contract signing by all parties.**

19. Does the County Auditor currently have a multi-year internal audit plan?

**Response: Internal Audit plan currently is on an annual basis and with priority on completion of statutory audits.**

20. Have there been any issues of non-compliance with Texas County Statutes in the past?

**Response: Basis for this RFQ is geared towards organizational self-assessment for gains of efficiency, effectiveness in operations and evaluation of internal controls in light of the recent ERP implementation and associated standard operation procedures, all of which must adhere to statutory compliance. We are unaware of any material non-compliance with Texas County Statutes.**

21. Have there been any audits and/or reviews performed by any third-parties (i.e. granting agencies, State of Texas, etc.) recently? If so, what were the results?

**Response: No prior agency review other than the normal grant agency reviews and annual financial audits with no findings of significance. Recently, County received noticed of various IRS audits regarding bond issuances and payroll reporting based on a random selection per the IRS.**