

Response to Questions for Procurement Card Audit 2020-10

1. What credit card firm is used?
 1. BB&T processed payments for the credit card
2. Can you provide the procurement and procurement card policies as part of the solicitation?
 1. The purchasing and procurement policy are available on the City's website and attached as documentation as a part of the solicitation.
3. What accounting system do you use?
 1. The City of Stonecrest uses QS1.
4. Is the PCard resolution process manual or computerized?
 1. The current Pcard resolution process is manual.
5. Have you had a previous audit? if so, can you share that report?
 1. Our annual financial audit was completed, and they made a recommendation to have all cards held in the accounting manager's office when not in use. That audit did not provide a comprehensive audit of Pcard transactions.
6. Can you share the training materials used for account holders?
 1. There are currently no training materials available for account holders.
7. Is the credit card documentation electronic or hard copy?
 1. The credit card documentation is a combination of electronic(statement) and hard copy(receipts)
8. What has been the volume (dollars and transactions) over the last 3 years?
 1. The previous three years include an approximate dollar amount of \$75,000 and 260 transactions between 7 employees annually.
9. Do you anticipate extending the bid due date?
 1. We do not anticipate extending the bid due date
10. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
 1. We will utilize the scoring matrix listed in the bid to assist with the determination of the winning bid.
11. Was this bid posted to the nationwide free bid notification website at [//www.mygovwatch.com/free](http://www.mygovwatch.com/free)
 1. The bid was not posted to www.mygovwatch.com/free
12. Other than your own website, where was this bid posted?
 1. The bid was also posted on the Georgia Procurement registry, in addition to the City's website.
13. Does the City expect to have all the total credit card transaction count above reviewed or can the audit firm use statistical sampling as outlined by AICPA to derive the results of the audit?

The City is expecting for all transaction data to be reviewed for the audit results.

14. Will the financial data associated with the procurement cards be provided in an electronic format or paper format?

The procurement card data will be provided in an electronic format, where applicable.

15. What is the average dollar amount charged per employee?

The average charge per employee is less than \$100

16. Regarding the proposal, are we able to submit our own documents rather than use the provided templates (i.e., Reference Sheet, Cost Proposal Schedule)?

The City of Stonecrest would prefer the use of the provided documents, if other documentation is used it must include the same fields as the provided documents.

17. Are electronic signatures sufficient?

Electronic signatures are sufficient.

18. Can you confirm the due date, Wednesday, December 30, 2020?

The due date is Wednesday, December 30, 2020

19. Would you consider an electronic copy submission of the proposal in lieu of hardcopies? Or would you consider accepting an electronic copy of the proposal on the due date, with hardcopies delivered a day or two later?

An electronic copy of the proposal by the due date is acceptable in lieu of hardcopies.

20. Is on-site work expected in order to perform the identified scope of work?

Work on this project can be completed remotely.

21. What is the budget for this project?

The estimated cost for this project is \$40,000.

22. Is all data and documentation required to complete the scope of work available electronically?

The documentation required to complete the scope of work will be made available electronically.

23. When are you anticipating having all deliverables completed by?

We are anticipating the deliverables completed 45 days after the execution of the contract.

24. Can you provide a summary of the total transactions and dollar amount of charges for the requested period of review?

This information will be provided to the vendor that is awarded the contracts.

25. Are there any issues or concerns that is the basis for requesting the review?

The Stonecrest's City Council requested an audit of the use of the City's procurement cards.

26. Have there been any previous internal audit reports of the procurement card process?

To date, there were no additional official internal audit reports of the procurement card process.

27. The Scope of Work notes a review of credit card transactions beginning January 2017. The Background notes procurement cards utilized since 2018. Please clarify.

The procurement cards were used for a portion of 2017

28. What role, if any, will the City Internal Auditor have in the engagement?

The City's Internal Auditor will have limited involvement in this engagement.

29. How is procurement card activity tracked – manual or via a system. If system, what system are you using?

The procurement card activity is currently manually being tracked.

30. The Conflict of Interest Disclosure Form requests a list of all persons having a financial interest in the business as well as those that own more than 10% of the business. For larger firms with hundreds of partners in the firm, would it be acceptable to only list those partners that would be participating/working/bidding on this RFP?

It is acceptable to only list the partners that would be participating/working/bidding on this RFP.

31. When was the last time a P-card audit was conducted?

- a. Per Purchasing Card Policy Section H, *"The Administrator, in an effort to ensure compliance with city policy and state law, will conduct monthly and/or quarterly*

reviews and audits of all government purchasing card or government credit card transactions.”

The Pcard audit requested is separate from any monthly or quarterly review completed by City of Stonecrest staff.

32. Have any instances / situations occurred relating to improper use of P-Cards? If so, can you provide additional context?

The City has no documented instances of improper use of P-cards.

33. Are there any specialized skills, certifications, or licenses preferred for the engagement team?

It is expected that the engagement team will have conducted similar audits in the past. The team would be expected to have auditing, accounting, and management skills, certifications, and licenses to demonstrate advanced knowledge in these fields.

34. Will you accept a redlined contract or a list of terms that we will need to discuss/negotiate upon contract award?

The final contract will be agreed upon by both parties and if there are sections, that need revision, they will be addressed at that time.

35. The RFP states that “the City has utilized procurement cards utilized by a maximum of six employees at any given time”. Can you please advise as to the total number of employees with procurement cards through the audit period?

There have been 7 procurement card holders during the audit period. Two employees are no longer with the organization.

36. Were receipts submitted by the cardholders to substantiate transactions and, if so, will they be available for review?

The receipts that were turned in by cardholders will be available for review.

37. How is the maximum number of employees (past and present) that could possibly be necessary for interviews?

Two of the cardholders are no longer employees of the City of Stonecrest.

38. The RFP calls for a Presentation of Findings to the Council. Is there a specific meeting/date that is the target for this presentation?

The target date for the presentation to Council would be the April 26, 2021 City Council meeting.

39. Does the City anticipate that there could be additional work on this related to criminal or civil charges filed against the users of the procurement cards?

The City does not anticipate additional work related to criminal or civil charges filed against the users of the procurement cards.

40. As the City's Auditor, Mauldin & Jenkins, identified this issue, and they are presumably in possession of other details not shared in this RFP, are they conflicted from bidding on this scope of work?

Mauldin & Jenkins are not excluded from bidding on this scope of work.

41. If a firm is going to use a subcontractor / subconsultant, does the subcontractor / subconsultant need to be registered in the state of GA or is it acceptable for the subcontractor to be in good standing in their domiciled state?

The subcontractor must be in good standing in their domiciled state.

42. On page 4 of the RFP, one of the objectives is to review monthly reconciliations and general ledger postings. Can you elaborate on how many account reconciliations are anticipated?

43. Will the City provide general ledger reports and transactions directly exported in digital format to the auditor?

The City will provide reports and transactions in a digital format to the auditor.

44. Are there expense reports which are available in electronic format?

Procurement card statements and associated receipts will be available in an electronic format.

45. Does the City have the ability to get credit card statements in their native digital format (directly from the credit card company) as opposed to scans of existing documents?

The City will work with the selected to get the format of their preference. Currently, the statements are available in .pdf format.

46. Is there a desired page limit for the proposal itself?

There is no desired page limit.

47. Do resumes count towards the page limit?

There is not page limit for proposal.

48. Should resumes be include as an attachment?

Resumes should be included as an attachment.

49. With respect to references, many agencies and clients do not wish to be identified due to the sensitive nature of this work. Would the City accept references from client including various Offices of Inspectors General as they related to fraud prevention and investigation programs in lieu of procurement fraud audits / multi-year lookbacks?

The City would accept references from Offices of Inspectors General.

50. Does a subcontractor / subconsultant need to fill out all the forms included in the RFP or only the subcontractor affidavit?

A subcontractor affidavit would need to be completed only if using a subcontractor.