ANSWERS TO QUESTIONS POSED:

Q. 1. Why are you soliciting bids for audit services?
A. 1. State law requires a new solicitation every two years.
Q. 2. How long have you used your current auditors?
A. 2. 2 years
Q. 3. Are the current auditors eligible to bid?
A. 3. Yes
Q. 4. Are there any significant transactions planned for fiscal 2014 that should be considered in our proposal?
A. 4. No
Q. 5. Please briefly describe the IT infrastructure in use at the College.
A. 5. Headed by CIO
Q. 6. How much of the selection criteria will be based on specific experience with Community Colleges?
Q. 7. How often do the external auditors meet with the Audit Committee/Board of Trustees?
A. 7. Annually
Q. 8. Do you anticipate any changes in the audit timetable for the College?
A. 8. No
Q. 9. Does the College use outside service providers for any significant functions?
A. 9. Yes, temp agencies for staffing shortages. Also, programming initiatives use consultants, Campus Works, to perform any program enhancements, etc.
Q. 10. In reviewing the RFP, there is a section that addresses the need for special payroll procedures. Is there any additional or more specific information that can be provided so that we can determine a proper estimate of hours that will be needed to complete the procedures and whether the special procedures have been performed in the past?
A. 10. Payroll and HR, faculty access are being programmed to use the current mainframe system, Colleague, to perform a lot of functions that were manually performed in excel, word, etc. and manually inputted into ADP and the current mainframe. The college is looking to strengthen its controls with more efficient operations with HR and payroll utilizing Colleague and eliminating ADP for processing payroll. I would like a firm to review all the processes regarding the use of the mainframe system for adequate controls, segregation of duties, authorizations, etc., as well as efficient operations that provide strong and efficient controls within the mainframe system between all areas affected. If any program changes are needed from an audit prospective, then the college will review and make those program changes that ensures that all the auditing safeguards and controls are being met with the use of the new process.