



August 20, 2010

**ADDENDUM #1  
RFP10-24 INTERNAL AUDIT SERVICES**

Information and clarification from pre-submission meeting.

- Q1.** The budget in the RFP is for \$300,000, how did you decide on that amount?  
**A1.** The workload split between Management Support and the Audit portion was about 50/50 and that was about half of the budgeted amount for Management Support and Audit Services.
- Q2.** How many audits has the City performed annually?  
**A2.** There have been approximately (43) audits in the past five years. Last year there were only three formal audits completed as a major Management Support project was performed. In the other four years, eight to twelve formal audits were performed per year. The number of annual audits will depend on the Proponent's submission as to how many audits they feel will be required to meet the conditions noted in the RFP. Skill set, efficiency and expertise of the audit firm will most likely make the successful candidate more effective.
- Q3.** Does the budget encompass any adhoc requests that may come through?  
**A3.** Any adhoc requirements would have to go back to Council for any additional costs/funding, as there must be money in the budget.
- Q4.** With our submission, would we require an audit plan?  
**A4.** You are required to provide the methodology to be used to develop the audit plan. Also you are to provide how much time it would take to develop the audit plan and how much of the budget would be required to complete the audit plan. Section 8.7 of the RFP covers this requirement.
- Q5.** What would be focused on to determine the short list?  
**A5.** Section 8 of the RFP states the criteria required to be included in the submissions. There is an evaluation point system that will be used to evaluate the submissions based on the responses received as per Section 8. It is recommended that the Proponents follow the outline in the RFP.
- Q6.** Are there any addendums planned for this RFP?  
**A6.** Addendums may be issued up to two (2) working days prior to closing.

**Q7.** Will there be a limit on the number of Proponents to be short listed?

**A7.** There are not a confirmed number of Proponents for the short list. It could be one to as many as five but I suspect that it will probably be two or three.

Failure to acknowledge receipt of Addendum #1 on the Form of Proposal will result in your bid being rejected.

Thank you for your continued interest in this request for proposal.

John Freeman, C.P.P.  
Manager of Purchasing and Supply

c.c. File RFP10-24