

Internal Audit Services

Request for Proposal: Questions & Responses

August 27, 2009

- 1. How many locations are in-scope for each of the business review processes in scope i/ Procurement and Accounts Payable ii/ Payroll and iii/ Budget Control?**

All work will be performed in the Bar's San Francisco office.

- 2. How many full and part-time employees are employed by the State Bar of California in its Procurement and Accounts Payable department?**

Procurement has one manager and two purchasing clerks. Accounts payable has one manager and two clerks.

- 3. How many employees are employed in total by the State Bar of California?**

We have approximately 600 employees.

- 4. How many full and part-time employees are employed by the State Bar of California in its Payroll department?**

We have 1 full time payroll clerk.

- 5. How many people are directly involved in overseeing the Budget Control process?**

We have 1 budget analyst who performs the majority of the budget monitoring.

- 6. How should we present out-of-pocket expenses? Should these be presented separately or should be estimated within the rate per hour figure?**

Please present out-of-pocket expenses separately.

- 7. Have these three business processes been reviewed previously? If yes, what was the most recent year it was audited?**

These processes have not been reviewed in depth by an outside firm in at least five years.

- 8. About how many hours did the last review take for each of the business processes in scope from scoping through reporting?**

See answer to question 7.

- 9. What is the reason for bid?**

The Bar's audit committee has requested a review of the Bar's business processes to evaluate internal controls

10. Are the prior year reviewers being asked to bid as well?

There are no prior year reviewers for these business processes.

11. Have there been any major changes in the past year (i.e. new accounting program, etc.)

There have been no major changes in accounting systems

12. What were the prior year fees?

These reviews were not performed in prior years.

13. Would you be able to forward us the review reports from the prior year?

There no prior year reports on these businesses processes.