



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 24-11660-C
FOR
Independent Third-Party Audit of Payroll Audit Division
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM “B”
April 5, 2024

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, April 18, 2024 All responses should be sent via email to purchasing@berkeleyca.gov and have “**Independent Third-Party Audit of Payroll Audit Division**” and **Specification No. 24-11660-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “B”

Questions and Answers for Specification No. 24-11660-C Independent Third-Party Audit of Payroll Audit Division

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 24-11660-C, Independent Third-Party Audit of Payroll Audit Division**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. What is the City’s estimated budget for the audit?

1. A. \$120,000

2. Q. Does the City have an estimated report release date?

2. A. Summer/Fall 2024

3. Q. How many employees are in the Payroll Audit Division?

3. A. Eight (8) Employees

4. Q. Does the City process it’s own payroll or use a third party, such as ADP?

4. A. It’s Own

5. Q. What Information Technology (IT) system does the City use to process and record payroll?

5. A. Tyler- Munis

6. Q. Is an IT system used for timekeeping? If yes, what system?

6. A. No, paper timecards and also Excel format

7. Q. Has the IT system(s) used for payroll and timekeeping (if applicable) been audited by the City’s external financial statement auditors?

7. A. Tyler system has not been audited but payroll data in Tyler system has been audited.

8. Q. Does the City anticipate the audit will include testing of IT general and application controls related to the payroll and timekeeping systems?

8. A. Yes

9. Q. How often are timesheets submitted?

9. A. Every two (2) weeks

10. Q. Do all employees submit timesheets?

10. A. Yes

11. Q. How often is payroll processed and paid?

11. A. Every two weeks and combination of direct deposit and manual checks, as necessary.

12. Q. Would in person meetings with the City be required during the audit?

12. A. We will not require in person meetings unless the contractor wants to meet in person for certain issues.

13. Q. Would the contractor be requested to attend the in-person City Council meeting when the audit report is presented?

13. A. No

14. Q. Under Scope of Services, the RFP states the “contractor will complete the onsite portion of the audit over a three-week agreed upon time frame”. What procedures is the City expecting the contractor to perform onsite period? For example, is the City expecting the testing of payroll supporting documentation would occur onsite, but all other procedures would be performed remotely?

14. A. The contractor should be able to test payroll documents and review procedures electronically. We will have performance audit and payroll audit staff onsite or available to be onsite for an agreed upon period, if the contractor needs staff to retrieve documents, provide technical assistance, or otherwise be available for the purposes of the audit.

Except as provided herein all other terms and conditions remain unchanged.