



**Office of Public Accountability
Request for Proposal
OPA-RFP-14-01**

Audit Management Software Solutions and Related Professional Services

December 22, 2014

To: Prospective Offerors

Fr: Office of Public Accountability

Re: Responses to Written Questions Received

Our office received the following questions via email re: OPA-RFP-14-01 for Audit Management Software Solutions and Related Professional Services. Below are the questions received and our response. Please note that no amendments have been made and all terms and conditions of the RFP remain the same. Thank you.

Question #1: System Users: Can you please classify the user count based on the below user definitions.

1. **Heavy users** typically access the system every day up to once a week (Sample Roles: auditors, audit managers, risk and compliance program managers, administrators, (includes document authors/owners, risk/compliance program managers, issue owners/moderators assuming they access the system often, etc.)
2. **Medium users** typically access the system less than once a week but more than once a quarter (Sample Roles: Managers creating Audit reports, Risk assessment owners/business line managers, document reviews/approvers, testers, control owners, process owners, etc.)
3. **Light users** typically access the system less than once a quarter (Sample Roles: CXO Users, Reviewers, Auditee, issue action plan owner, executive users, view-only users, etc.)

Response #1: The Office of Public Accountability expects all 13 professional employees to access the system daily.

Question #2: Other vendors that you are evaluating.

Response #2: Pursuant to 2 GAR §3114(i)(2), the OPA will not disclose any information contained in any proposals relative to OPA-RFP-14-01.

Question #3: The assumption is that OPA is looking for a vendor hosted solution. Is that correct?

Response #3: The OPA is not specific in hosting solutions and anticipate offerors to incorporate this aspect in their proposals.

Question #4: What is the primary reason OPA is looking to move its Internal Audit function from a manual solution to an electronic solution?

Response #4: The primary reason for converting to an electronic solution is to increase efficiency.

Question #5: Why has it been determined that the time to do this is now?

Response #5: There is no particular reason for the timing.

Question #6: What is the OPA's process for selection beyond the January 19-30 initial demos?

Response #6: The evaluation process is outlined in Section 11 of the RFP.

Question #7: Section 8 f. of the RFP suggests a go-live timeframe of May 2015. With initial demos to take place by January 30th, is this still the plan? What is the projected contract date?

Response #7: Although Section 8f suggests a go-live timeframe of May 2015, Section 6 states that services should be completed no later than six months after contract is awarded. Section 11 states that approximately 30 days after the formal presentations, the evaluation committee shall evaluate the proposals and submit its recommendation to the Public Auditor. The exact contract date cannot be predicted at this time, however, every effort will be made to reach a decision soon after the evaluation committee's recommendation reaches the Public Auditor.

Question #8: Besides the OPA's requirement to manage audits with comprehensive, user-friendly, flexible audit management software with simple navigation, what is the most important requirement you are seeking? What is most important to your success of this project?

Response #8: All requirements stated in OPA-RFP-14-01 are equally important to the OPA. As stated in OPA's response to Question #5, increased efficiency in OPA's processes is also highly desired.