

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 1 TO RFP # 15-0002-1

FOR: Forensic Audit Services

PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:

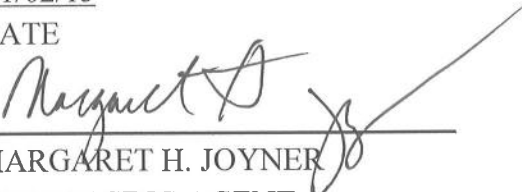
- 1. Question:** Approximately how many custodial accounts exist within the last five (5) years?
Response: There are 147 Custodial Account Folders in the Probate Court's files. Each of these files has been active within the past 5 years.
- 2. Question:** What would be the typical number of transactions per month for one of these custodial accounts?
Response: Probate Court has two types of bank accounts. Custodial Bank Accounts are established for a single individual. The Custodial Bank Accounts would usually have a small number of transactions over the life of the account. Probate Court has 2 General Registry Bank Accounts. Internal Audit estimates there are from 5 to 25 transactions in each account monthly.
- 3. Question:** To what extent will audit trail documentation be available in electronic form?
Response: Audit trail documentation is not available electronically. The Forensic Accountant/Auditor will be reviewing paper bank records.
- 4. Question:** Will the awarded contractor have access to any police or other investigations into this matter?
Response: Internal Audit has confirmed that law enforcement investigators will continue to work with the financial audit process including contracted Forensic Accountants.

**PROPOSAL DUE DATE REMAINS 5:00PM
JANUARY 9, 2015.**

*******THE PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY
CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.*****

01/02/15

DATE



MARGARET H. JOYNER
PURCHASING AGENT
CHATHAM COUNTY