

Internal Audit Services

Request for Proposal: Questions & Responses

October 20, 2009

- 1. What software program(s) does the State Bar use to run its procurement and payables function, its payroll function, and its comparison of actual revenue and expense to budget?**

The State Bar uses the Oracle J.D. Edwards Enterprise 1 financial software. This system has been in place since 2005.

- 2. Would the State Bar allow distance conferencing in order to cut down on travel?**

This is negotiable.

- 3. Could you supply us with the Management Letter that should have been produced with the State Bar Financials?**

Copy uploaded to State Bar Business Opportunities page.

Questions regarding Accounts Payable/Procurement

- 1. Regarding the accounts payable and procurement function, are there written policies and procedures available? About how many pages of written material are there describing accounts payable and procurement procedures? Do these policies and procedures exist in electronic form?**

Policies and procedures are available in electronic form. The accounts payable policy is approximately 10 pages. The procurement manual is 126 pages.

- 2. Is it possible to get an organizational chart for the accounts payable and procurement function showing the reporting structure, the head count per job classification, and the location of those involved in the payable and procurement function? If there is not a formal organization chart, could we at least obtain a listing of job titles for supervisory and subordinate personnel, the number of individuals in these positions, and their locations?**

Accounts payable staffing:

Two accounts payable technicians reporting to a finance manager

Procurement staffing:

Two procurement technicians reporting to the procurement manager

How many payees are there in your system and how many payment transactions per year? Do you have your payees classified in some way? If so, how many payees and transactions/year in each class?

We process approximately 16,000 payments per year with 7,000 active vendors.

Questions regarding Payroll

- 1. Are there written policies and procedures as to how this function operates? About how many pages of written material are there describing the payroll function? How many payroll systems do you have? Are the policies and procedures in electronic form?**

Payroll policies (17 pages) exist in an electronic format.

- 2. Is there an organizational chart for the payroll function showing the reporting structure, the head count per job classification, and the location of those involved in the payroll function? If there is no organizational chart, can we obtain a listing of job titles for supervisory and subordinate personnel, the number of individuals in these positions, and their locations? What other people outside the payroll function participate in determining what each individual should get paid each period and how many of them are there?**

Payroll staffing:

One payroll technician, one payroll clerk reporting to the finance manager

Ten human resources employees

- 3. How many individuals are on your payroll system(s)? How many payroll transactions per year?**

We have approximately 600 employees. Our payroll is done bi-weekly.

- 4. Is it possible to review the MOU the State Bar has with the SEIU?**

The MOU will be provided to the successful bidder.

Questions regarding Budgetary Control

- 1. Comment: We are a little confused as to what is meant by budgetary control as we are under the impression that the State Bar's budget is proposed to and approved by the legislature. We are presuming you mean a review of your system and procedures for tracking actual revenues and expenditures against budget? Please correct us if we are wrong.**

The services we are requesting are a review of our tracking and monitoring procedures.

- 2. If we are correct, how many responsibility centers are there that have a budget for which they are responsible to administer? What is the distribution of where these responsibility centers are located between Los Angeles, San Francisco, and Sacramento?**

The State Bar's budget has approximately 250 individual cost centers.

- 3. Is there an organization chart showing the reporting structure of this function, the job classifications that are part of this activity, the head count in each classification, and the location of these individuals?**

One budget analyst reporting to the CFO

- 4. How frequently are these reports produced?**

Monthly

- 5. Are there written policies and procedures for this activity? How many pages are there describing the policies and procedures of this function? Are they in electronic format?**

Policies/procedures are in development for this process.