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| ETF logo | **Appendix 6**  **GENERAL & TECHNICAL QUESTIONS** | Wisconsin Department  of Employee Trust Funds  PO Box 7931  Madison WI 53707-7931  1-877-533-5020 (toll free)  Fax 608-267-4549  etf.wi.gov |

The purpose of these questions is to provide the Department with a basis for determining the proposer’s capability to undertake the Contract.

Section 6A - General Questions is worth a maximum of 300 points and

Section 6B - Technical Questions is worth a maximum of 500 points.

**Instructions**: “Save as” this appendix labeling it [Appendix 6] and including it in your Unredacted (UR) Proposal as described in RFP Section 2.4. Provide your responses to each question in the blue highlighted row immediately after each question.

Include any requested examples or resumes at the end of this appendix section and label those documents with the question number it responds to.

Do not include cost information in any section of your Proposal other than Appendix 10.

**Section 6A - General Questions**

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| 6A.1 | Confirm that your firm is an independent certified public accounting (CPA) firm as defined by the Government Auditing Standards (GAO) <https://www.gao.gov/yellowbook> |
| 6A.1 Response |  |
| 6A.2 | Does your firm have at least 5 years of experience doing financial statement audits **or** 5 years of experience working on s.457 plans with $700,000,000 or more in assets? |
| 6A.2 Response |  |
| 6A.3 | Provide confirmation of your firm’s credential/license number and/or license number and provide a copy of your firm’s Wisconsin Department of Safety and Professional Services [#125, Accounting Firm License Application Information](https://dsps.wi.gov/Credentialing/Business/fm125.pdf). |
| 6A.3 Response |  |
| 6A.4 | Describe –   * + The size of the firm.   + The size of the firm’s governmental audit staff.   + The location of the office from which the work on this engagement is to be performed.   + The location of the firm’s headquarters and information technology support.  1. The names and titles of the professional staff to be employed/assigned to this engagement. 2. Any pending agreements to merge or sell the firm. |
| 6A.4 Response |  |
| 6A.5 | Describe your firm’s principal business and client base, include:   1. What percentage of your firm’s work is auditing? What percentage is government plan auditing (457, 403(b), and/or 401K plans)? 2. Is your firm a subsidiary or affiliate of another company? Describe in detail.  * Provide full disclosure of all direct or indirect ownership of your firm, including information regarding all situations where any insurance or investment company has any ownership or monetary interest in your firm. |
| 6A.5 Response |  |
| 6A.6 | Describe your firm’s government auditing engagements for plans similar in size/type to the WDC over the past five (5) years, include:   1. How many (1) government audits and (2) audits of 457, 403(b), and/or 401K plans has your firm completed? How many has your firm’s auditor, assigned to this audit, completed? 2. Indicate the scope of work, date, engagement partners, total hours, and the location of the firm’s office from which the engagement was performed.    * Provide the name and telephone number of the principal client contact.    * Include statistics on the number of clients where similar work has been performed and the number of similar clients gained and lost during this time period. |
| 6A.6  Response |  |
| 6A.7 | Provide a description of all contracts currently held with State of Wisconsin agencies, local units of government (in Wisconsin) and related public authorities or entities (in Wisconsin). Identify the entity, describe the services provided, and include a statement why each such relationship does not constitute a conflict of interest relative to performing the proposed audits. |
| 6A.7 Response |  |
| 6A.8 | Confirm your firm has not been the subject of (1) any disciplinary action or inquiry (2) litigation alleging breach of contract, fraud, or fiduciary duty, or (3) bankruptcy or receivership during the past five calendar years. If you cannot confirm, provide detailed and specific information regarding all situations including outcomes. |
| 6A.8 Response |  |
| 6A.9 | Provide an example or discuss an external quality control review of one of your firm’s government audit engagements from the prior 3 years. Provide a copy of the report and include a copy of the letter of comments, if applicable.  Describe your firm’s internal quality control procedures for keeping good records, documenting business processes, checking for errors, and reviewing processes for effectiveness and opportunities to improve. Describe how your firm’s quality control processes would be applied to these audits. |
| 6A.9 Response |  |
| 6A.10 | Submit information regarding past contract performance, include:   * All situations where your firm has defaulted on a contract. * All litigation regarding audit contracts. * All situations where a contract has been canceled or where a contract was not renewed due to alleged fault on the part of your firm. * All situations where a performance guarantee was missed on an audit contract engagement. |
| 6A.10 Response |  |
| 6A.11 | Describe the problem resolution process in the event an issue arises that requires escalation beyond the key audit staff.   * Outline the problem resolution process including escalation steps. * Name the title(s)/individual(s) with problem resolution authority. |
| 6A.11 Response |  |

**Sections 6A.12 – 6A.26** and are ***not scored*** but are reviewed closely by Department staff to determine if the Proposer has applicable information technology and security measures in place. Should Department staff have follow-up questions or require clarification to any answers provided for these Sections, the Department will reach out to the Proposer. Should a Proposer’s responses to the questions and requirements in these sections below, or any assumptions and exceptions related to the technology, data, and security requirements in the RFPs not satisfy the Department’s information technology and security rules and practices, the Proposal may be disqualified. Section 3.2 Clarification Process applies.

**Information Technology**

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| 6A.12 | Describe in detail the computer and data processing facilities, IT applications and/or IT Technologies your organization will use to process and deliver data results as part of the audit process. |
| 6A.12 Response |  |
| 6A.13 | Describe if/how your system (related to the provision of Services) will integrate with public cloud solutions. |
| 6A.13 Response |  |
| 6A.14 | Describe how and where your organization will host the Services.   * If your organization is headquartered in the United States provide the state of incorporation. * If your organization is headquartered outside the United States, provide the country of incorporation. * For your organization and all Subcontractors that you intend to use to provide Services, provide the location of all cloud infrastructure where Department data and data provided/received pursuant to the Contract(s) will be stored, processed, transmitted that is located outside of the contiguous United States (this excludes Hawaii, Alaska and United States Territories). * For your organization and all Subcontractors, provide all locations outside the contiguous United States where your employees and Subcontractors will have access to Department data. |
| 6A.14 Response |  |
| 6A.15 | Provide your organization’s policies or other documentation that demonstrate compliance with the storage of data that is protected by federal, state, or private-sector regulations. |
| 6A.15 Response |  |
| 6A.16 | Describe how data imports and exports between systems or parties are handled/provided by your organization’s systems. |
| 6A.16 Response |  |

**Computer and Data Processing Facilities, Data Policies**

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| 6A.17 | Provide your organization’s policies/guidelines related to security/privacy (e.g., annual training, confidentiality agreement, privacy policy). |
| 6A.17 Response |  |
| 6A.18 | Describe in detail the measures your organization uses to protect the security and privacy of audit data, records, forms, participant information, and data processing operations. |
| 6A.18  Response |  |
| 6A.19 | Describe internal controls that are in place to reduce loss of audit data, records, forms, participant information, and data processing operations that may occur through fraud, negligence, incompetence, or system errors. Include information about the physical security measures used to control access to your organization’s systems. |
| 6A.19 Response |  |
| 6A.20 | Provide your organization’s data retention procedures/policies for client data evidencing that retention is in accordance with federal and state laws and regulations. |
| 6A.20 Response |  |
| 6A.21 | Describe what software applications and supporting platform your organization will use to secure Department and Participant-related records and data. Provide information on how information is secured in transit and at rest. |
| 6A.21 Response |  |
| 6A.22 | List all current IT and IT security certificates your organization may hold and provide current copies of all IT and IT security certifications. Provide current copies of all IT and IT security certifications. |
| 6A.22 Response |  |

**Information Security**

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| 6A.23 | Has your organization restricted administrative/elevated rights to only those technology personnel with the need to maintain the organization's systems based upon the principle of least privilege and supported through technical controls? |
| 6A.23 Response |  |
| 6A.24 | Does your organization logically segregate a client’s data from other clients’ data? |
| 6A.24 Response |  |
| 6A.25 | Can client data be deleted upon request? |
| 6A.25 Response |  |
| 6A.26 | Does your organization utilize a centralized log management system that alerts appropriate staff when an incident occurs? |
| 6A.26 Response |  |

**Section 6B - Technical Questions**

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| 6B.1 | Proposer has reviewed the Appendix 5 – Audit Requirements and hereby confirms their ability to conduct the Scope of Work, adhere to the Audit Timeline, and be held accountable for the Performance Guarantees. |
| 6B.1  Response |  |
| B8.2 | Provide a work plan describing the steps your firm will take to conduct this audit. Include an explanation of the audit methodology to be followed and the steps you take to gather necessary data from the Department and the Departments’ Administrator. Include the approach to be taken to:   * Express an opinion on whether the financial statements accurately reflect the position on the WDC. * Determine sample sizes & extent to which statistical sampling is to be used. * Use any audit software programs. * Determine the type and extent of analytical procedures to be used. * Understand the WDC program and the internal control structure. * Determine laws and regulations that will be subject to audit test work. * Draw audit samples for test compliance. * Resolve any anticipated or unanticipated audit difficulties. * Acquire any special assistance from ETF to complete an audit sample. |
| 6B.2  Response |  |
| 6B.3 | How do you handle discrepancies or irregularities in financial records? |
| 6B.3  Response |  |
| 6B.4 | Provide a statement confirming the Proposer’s information technology systems are sufficient to handle transacting large data sets. State any limitations on your firm’s information technology systems. |
| 6B.4  Response |  |
| 6B.5 | How do you approach risk assessment in an audit? |
| 6B.5  Response |  |
| 6B.6 | How do you ensure accuracy and integrity in your audits? |
| 6B.6  Response |  |
| 6B.7 | For any auditor working on this project, **provide a resume** highlighting:   1. Years of experience conducting financial statements audits; 2. List of government and private clients; 3. Educational history 4. Date of certified public accountant (CPA) licensure; 5. Registrations and license to practice in Wisconsin; 6. Continuing education.   Include your auditor(s)’ resume(s) after this Appendix 6 and **label them “response to 6B.7**”. In the box immediately below, confirm that the Proposer’s auditor’s, who will be working on these audits, have not been subject to any disciplinary action or inquiry in any jurisdiction in the past five years. |
| 6B.7  Response |  |
| 6B.8 | Submit an **example financial statements audit report** you have submitted to a client in the prior 3 years. Please redact any client confidential information. Attach this example at the end of this Appendix 6 and **label it “response to 6B.8**”). |
| 6B.8  Response |  |
| 6B.9 | Complete and submit **Client-Reference Form.** Reference #1 must be a current or former client of the auditor who will be performing the annual audit of the WDC financial statements and notes (this reference can, if applicable, repeat a reference listed in Appendix 2). |
| 6B.9 Response |  |
| 6B.10 | Complete and submit **Client-Reference Form**. Reference #2 must be a current or former client of the auditor who will be performing the annual audit of the WDC financial statements and notes (this reference can, if applicable, repeat a reference listed in Appendix 2). |
| 6B.10 Response |  |