



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

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2024-61 Finance Consulting Services

Addendum #1 – December 21, 2023

Please note, the due date for responses to this solicitation has been extended to January 26, 2024, at 4:00 PM.

RFQ Clarification:

The primary focus of this Request for Qualifications (RFQ) is to select a firm to work with the staff of the County Finance and County Auditor's offices to develop written accounting policies and procedures. We are not seeking an audit of our ERP system. The county will be implementing Fastpath, which will be used to evaluate and monitor system access and identify areas where segregation of duties may be improved.

Our expectation is that the firm selected will come prepared with a framework or template of policies and procedures that are recommended under best practices for governments. The firm selected will document our current practices and draft policies. Documentation of current practices will be provided in several ways, one being observation of transactions in our ERP system. If there are recommended policies that we cannot document or easily implement, they will be addressed in the future. The written procedures and training documents would be developed using existing task recordings. Our expectation is that training documents would be an appendix of the policy and procedure manual.

We received the following questions regarding this RFQ:

Question #1: What is the new ERP system that was implemented?

[Answer #1: Microsoft Dynamics 365 Finance & Operations \(D365\) \(conversion from New World AS-400\)](#)

Question #2: What modules of that ERP support processes in scope for this RFQ?



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Answer #2: Accounts Payable, General Ledger, Projects/Grants.

Question #3: What are the other key systems or software that have integrations with the newly implemented ERP system?

Answer #3: N/A

Question #4: What processes post ERP implementation are standard, out of the box processes? Where were functionality and standard processes customized?

Answer #4: N/A

Question #5: Were there any specific challenges experienced due to the recent ERP implementation process and subsequent changes to procedures and processes?

Answer #5: N/A

Question #6: Do you foresee any necessary future updates or changes to the ERP system during or after our engagement?

Answer #6: No

Question #7: Can you list the processes and sub-processes are expected to be covered within the scope of this project?

Answer #7: Standard accounting policies and practices.

Question #8: Can you provide an index of the written policies that need to be documented within the scope of this project?

Answer #8: That is the purpose of the RFQ.

Question #9: How many transaction types exist in each of those high-level processes that are in scope for this project?



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Answer #9: N/A

Question #10: Are there any prioritized areas to be addressed first?

Answer #10: No

Question #11: Do you have any initial areas of concern about your current internal controls that you specifically want to be reviewed?

Answer #11: No. The County is implementing Fastpath to monitor and manage segregation of duties in D365.

Question #12: Will any internal control testing be required?

Answer #12: No

Question #13: For internal controls are you looking for a standardized risk and control framework? Is there already a framework in place and it just needs to be updated or does it need to be created?

Answer #13: No. This is outside the scope.

Question #14: Does the scope of work include providing future updates or maintenance to the created manuals and training materials?

Answer #14: The County will maintain the policies and procedures going forward.

Question #15: At what level (level 1 – 5) do you need processes documented? Would you prefer a detailed step-by-step guide or a more high-level overview of the processes?

Answer #15: Unsure what the levels represent.

Question #16: For internal controls, do you require documented process flows, walkthroughs and narratives, testing attributes, etc or do these already exist and need to be only updated?

Answer #16: Outside scope



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Question #17: How are the current policies, processes, and training manuals for your department structured? Are there any pre-existing templates for the documentation or previous documentation of policies and processes that can be leveraged?

Answer #17: Our policy manual has not been updated since 2009. The purpose of the RFQ is to find a consultant to prepare a manual.

Question #18: Do you have any preferred technology for capturing process documentation (e.g. ARIS)?

Answer #18: No

Question #19: Are there any specifics regarding format, structure, or content that you want us to follow in creating the manuals?

Answer #19: We expect that the consultant will come prepared with a list of policies and procedures recommended by best practices for governments.

Question #20: What is the expected delivery format of the training? (for example - on-site workshops, online modules, live webinars, documented training presentation, etc.)

Answer #20: Training is not required.

Question #21: Will we need to include any specific systems' screenshots, process flow diagrams, or similar visuals in the documentation?

Answer #21: N/A

Question #22: How do you handle variation in processes, if any do exist - are they considered outliers excluded from standard documentation or are they included in process maps?

Answer #22: N/A

Question #23: Can you provide a brief overview of the structure of the finance and accounting departments? How many people, split by role, from each team will be participating in the



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review and training processes? Should the scope of the work extend to other departments that interact with the finance department or is it primarily confined to the finance department?

Answer #23: The Finance Dept, under the County Executive has 9 staff: Finance Director, Budget Director, Assistant Director-Finance, 4 Staff Accountants, 2 Accounting Support (AP). The Will County Auditor has 5 staff: Auditor, Deputy Auditor, 2 Accountants (Deputy), 1 Accounting Support. Most larger departments have some level of accounting support staff.

The finance department manages the ERP system. If there are recommendations made based on evaluation of best practices, the finance department would implement them.

Question #24: How many resources do you have aligned to support this project and are there any resource gaps that exist?

Answer #24: The two offices identified above will participate in the ERP.

Question #25: How do you envision the collaboration between your team and the consultant team on a daily basis?

Answer #25: ? Meet to review current practices, consultant writes draft policy, county reviews policies, etc.

Question #26: Given the staff turnover mentioned, are there any gaps in knowledge or expertise in particular areas we should be aware of?

Answer #26: No

Question #27: Are there any key milestones that we should consider when developing a timeline for this project?

Answer #27: Evaluation, written policies, procedures, and training documents.

Question #28: Are there any other ongoing or upcoming projects/initiatives that might intersect with this one, affecting resources or timelines?

Answer #28: Annual Financial audit and payroll system implementation.



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Question #29: In order to provide the most accurate proposal and align our services with your financial considerations, could you please provide an indication of the budget range for this project as allocated within the Finance Department's County budget?

Answer #29: Not available at this time.

Question #30: Could the Consultant perform the requested services remotely?

Answer #30: Hybrid is preferred.

Question #31: Responses to questions are scheduled to be released on Dec. 29, 2023; and proposals are due soon thereafter (Jan. 5, 2024). Given the holidays, will an extension of the proposal due date be considered so that reasonable time can be given to review all questions and responses and appropriately apply that information to our proposal?

Answer #31: Yes, we are extending the response due date to January 26, 2024.

Question #32: Is the County looking for services to be rendered in person, completely remote or a hybrid of remote and in-person services?

Answer #32: Hybrid is preferred

Question #33: Has the County previously used a vendor for certain services similar to this RFP?

Answer #33: No

Question #34: Which ERP system has the County recently implemented? Did the County use the services of a 3rd party provider to assist with the implementation? If so, which provider was used?

Answer #34: Microsoft Dynamics 365 Finance & Operations. HSO

Question #35: When was the last time the County's accounting policies and procedures were reviewed and documentation updated? Does this existing documentation cover all accounting functions or are some functions not documented?

Answer #35: 2009. Incomplete



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Question #36: Are there risk matrices already in place as part of the current documentation or do these need to be created?

Answer #36: Not required

Question #37: Can the training manual be considered an appendix of the accounting manual or should it be a completely separate stand-alone document?

Answer #37: Appendix

Question #38: Does the County need assistance to present training to County personnel?

Answer #38: No

Question #39: Please confirm that the County is implementing the provisions of GASB Statement No. 96, "Subscription-Based Information Technology Arrangements" for its ACFR for the year ended November 30, 2023 and that any such contracts would be included in the updated accounting policies and procedures document in a similar manner as leases under the provisions of GASB Statement No. 87, "Leases."

Answer #39: Yes

Question #40: Does the County have any plans to early adopt the provisions of GASB Statement No. 99, "Omnibus 2022" that were not already implemented where accounting policies and procedures would need to reflect this information?

Answer #40: Early adoption is not planned.

Question #41: Does the County have any plans to early adopt the provisions of GASB Statement No. 101, "Compensated Absences" where accounting policies and procedures would need to reflect this information?

Answer #41: Early adoption is not planned.

Question #42: Does the County OPEB Trust have its own set of accounting policies and procedures, or are they the same as the County's?



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Answer #42: The OPEB Trust has its own investment policy.

Question #43: Please confirm that the County's discretely presented component unit, the Forest Preserve District of Will County, will not be included in the scope of this project as it appears that the County does not have operational responsibility for this entity.

Answer #43: The Forest Preserve is not part of the scope.

Question #44: Please confirm that that the accounting judgments referenced in the RFP will ultimately be approved and recorded by County management and that the respondent's level of assistance includes recommended judgments in accordance with applicable U.S Generally Accepted Accounting Principles (GAAP).

Answer #44: We are unsure what this is referring to.