



Department of Procurement and Contract  
Compliance

**Addendum #2**

**RFP R41302**

**Performance Audit for the Department of Motor Vehicle  
(DMV)**

Release Date:  
January 15, 2025

**Refer All Inquiries to:**

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## RFP R41302

### Performance Audit for the Department of Motor Vehicle (DMV)

TO ALL PROSPECTIVE OFFEROR(S):

Please be advised of the following clarifications, changes additions and/or deletions shall take precedence over anything to the contrary in the specifications. Answers are in *Blue italics* font.

#### **Questions and Answers:**

**Question 1:** Section 5.01 describes county-wide transactions. Does this project focus only on DMV transactions or intended to be inclusive of all financial and operational transactions

*Answer: This evaluation is focused on DMV transactions only.*

**Question 2:** Are you able to provide the budget for the engagement?

*Answer: We do not have a set budget for this audit but would not want to spend more than \$50,000.*

**Question 3:** Does the Unified Government have a preference as to whether the work is completed remotely, onsite, or through a hybrid model?

*Answer: It will be important the on onsite evaluation of the space and operations for both locations is conducted to be able to make quality recommendations. Other work can be done remotely.*

**Question 4:** Has the Unified Government identified a preferred timeframe for engagement activities? Do you have a due date for the final report

*Answer: We would like to begin the work in February and be completed by April, 2025.*

**Question 5:** Are the presentations to the governing bodies typically virtual or in-person?

*Answer: Either*

**Question 6:** Is there a particular set of standards you would like us to perform the audit under, such as generally accepted government auditing standards (GAGAS, etc.)?

*Answer: This is a performance audit as opposed to an accounting audit, however, to complete certain tasks GASBY would be appropriate:*

- *Verify the accuracy of the fees charged for a selected sample of transactions;*
- *Reconcile the fees collected by the department to the fees per the Workday System for FY2024;*

**Question 7:** Was the Performance Audit of the Department of Motor Vehicles (DMV) request initiated based on a risk assessment or regulatory requirement

*Answer: This is focused more on customer service and process efficiencies.*

**Question 8:** Has an internal or performance audit of the DMV been conducted previously?

*Answer: Not to this full scopes.*

**Question 9:** If so, when did it take place, and have the previously identified issues been addressed?

*Answer: N/A.*

**Question 10:** Have there been any reported instances of fraud or illegal activities within DMV in the past two years?

*Answer: No.*

**Question 11:** When were the DMV Policies and Procedures (P&P's) last revised?

*Answer: Ongoing.*

**Question 12:** Does the County have a preference or expectations regarding on-site versus remote work?

*Answer: DMV employees work on site, not remote.*

**Question 13:** How many online and in-person transactions were conducted for the timeframe under review?

*Answer: 115,902 Renewals (58,749 online & 57,153 in-person), 36,140 Title & Registrations (in-person), 27,987 Misc Transactions (in-person)*

**Question 14:** Has the county established a budget for this project? If so, could you please share the details?

*Answer: See Answer #2.*

**Question 15:** Who will be the primary point of contact for this performance audit?

*Answer: County Treasurer.*

**Question 16:** Are there alternative formats available for proposals submissions, such as via email or a secured portal, allowing for the electronic submissions of proposals including signatures?

*Answer: There are no other alternate formats available for this solicitation.*

**Question 17:** Page 4, Section 1.02 Purpose: The purpose statement references both an internal and performance audit. While similar in nature, they do differ in terms of certain procedures, standards, et

- a) Can the Unified Government clarify the specific audit and standards, or is it up to the offeror to interpret what would best align with the goals?

*Answer: The audit will make recommendations to improve the operating efficiency of the process by focusing on approaches to providing services, electronic options, enhancing online information, enhancing performance measures, and strengthening the quality customer service process.*

**Question 18:** Page 4, Section 1.02 Purpose: The term performance audit can have multiple meanings/definitions. While similar in nature, they do differ in terms of certain procedures, standards, etc.

- a) If the Unified Government requires a “performance audit” as asked in the above question, is it the expectation for it to be a performance audit formally in accordance with “Yellow Book / Government Auditing Standards” (which would require an offeror to have a peer review performed) or is the statement “performance” referenced to focus in the performance of the DMV in which it can be performed under different standards?

*Answer: This is an audit or evaluation of the office’s performance, processes, and procedures. This is not in accordance with Yellow Book or other accounting standards as most of the tasks are operational in nature not financial. No peer review would be requested, although best practices from other DMV Offices in the State of Kansas would be useful.*

**Question 19:** Page 6, Section 1.12 Disclosure of Proposal Contents: Can the offeror include an appendix that states the sections, paragraphs, etc. that it wishes not to share with reasoning, or there a different method to disclose confidential information preferred (e.g., a separate electronic proposal with confidential information redacted)?

*Answer: Respondents can request that information included in the proposal not be disclosed publicly after the award of the contract is made however, the Unified Government will make the decision if that is permitted under the Kansas Open Records Law.*

**Question 20:** Page 22 Section 6.01 Scope of Work: “Evaluate current space options; and make recommendations for improvements (consolidation, parking, lobby space, etc.).”

- a. Can the Unified Government clarify this scope item? For instance, is there an expectation that a contracted firm provide engineering/architecture/construction related recommendations that would be prepared by a firm who possesses that expertise?

*Answer: DMV operates out of two locations. A space analysis should be conducted to make determine suitability of the existing space to serve customer demands, recommendations of opportunities to improve the space layout to serve customers differently and/or limitations of existing space. No engineering or architectural work is necessary for the proposed scope.*

**Question 21:** Engagement timing: Does the Unified Government have an expected timeline/period of performance (e.g., months from notice to proceed)?

*Answer: See Answer #4*

**Question 22:** Location of Services:

- a. Does the Unified Government have expectations regarding location of where services re performed?

*Answer: It will be important the on onsite evaluation of the space and operations for both locations is conducted to be able to make quality recommendations. Other work can be done remotely.*

- b. For instance, can services be performed remotely (with virtual meetings, secure document transfers, etc.)?

*Answer: above*

- c. Can the Unified Government provide any required onsite anticipated activity (e.g., presentation)?

*Answer: above*

**Question 23:** Budget: Can the Unified Government provide an estimated/anticipated budget (hours and/or fees) for the performance audit? This will help the offeror to estimate approach, resources, etc. to most effectively align with expectations. At the very least, an anticipated hourly estimate would help the offeror.

*See Answer #2.*

**Question 24:** Department and Resources:

Page 6, Section 1.12 Disclosure of Proposal Contents: Can the offeror include an appendix that states the sections, paragraphs, etc. that it wishes not to share with reasoning, or there a different method to disclose confidential information preferred (e.g., a separate electronic proposal with confidential information redacted)?

- a. Approximately how many resources in the “Unified Government’s Treasury Department, Department of Motor Vehicles” are responsible for performing activities within the scope of the performance audit.

*Answer: Based on the org chart, we have 31 resources responsible for performing activities within the scope of the performance audit.*

- b. Can the Unified Government provide an organization chart for the Department?



Org Chart MV  
Only.docx

**Question 25:** Policies: Does the Department of Motor Vehicles have a formally established, and current, policies, standard operating procedures, etc. for processes in the scope of this performance audit?

*Answer: Yes, but these should be reviewed as part of the audit.*

**Question 26:** Due date: Can the Unified Government kindly extend the date, so the offeror has adequate time to evaluate answers and incorporate them into the response?

*Answer: At this time the due date is 1/30. We will consider extension if needed close to the due date.*

**ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

**SIGNATURE PAGE**

Offerors are asked to acknowledge receipt of Addendum Two (2), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME OF BUSINESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

All questions should be directed to the Purchasing Department at (913) 573-5440