



IMRF RFP – Independent Auditing Services
Pre-Proposal Conference
Meeting Minutes and Questions & Answers

Project Name:	IMRF RFP – Auditing Services
Location:	Video Conference
Procurement Specialist:	Daniel Martinez

1. Attending IMRF Team Members

- Chief Financial Officer:
Mark Nannini
- Internal Audit Officer:
David Doney
- Chief Information Services Officer:
Keyla Vivas
- Customer Service Director:
Dawn Seputis
- Comptroller:
Sharon Brown
- Financial Systems Administrator:
Michael Smith
- Financial Analyst:
Jim Splitt
- Operations Analyst:
Gregory Lambert
- Control Unit Supervisor:
Geenu Kunnengode
- Treasury Unit Supervisor:
Wanda Ballard
- Financial Accounting Analyst
Fizzah Ahmed
- Chief Security Officer:
Mark Chevchek
- Investments Analyst:
Edward Bush
- Procurement Specialist:
Daniel Martinez

2. Attending Firm Representatives

- CliftonLarsonAllen LLP
- Crowe LLP
- EideBailly LLP
- Forvis Mazars
- Grant Thornton
- Macias, Gini & O'Connell (MGO)
- Plante Moran
- RSM US LLP
- Sikich LLP



3. RFP Overview and Proposal Documents

- A. General Information – Daniel Martinez
 - a. IMRF Overview
 - b. Proposal Requirements
 - c. RFP Timeline
 - d. Technical Proposal Overview
- B. Nature of Services Required & Scope – Mark Nannini
 - a. Services Being Requested
 - b. Standards
 - c. Fund Structure
 - d. Auditing Schedule
- C. Overview of Exhibits – IMRF Team

4. Questions and Answer

- a. **Question:** Will IMRF provide prior year's reports?

Answer: Yes, IMRF will provide reports to qualified and interested firms.

- b. **Question:** What is the Annual Fraud Assessment

Answer: IMRF conducts an annual fraud assessment in regards to controls and generates a matrix.

- c. **Question:** For the Security Control section of the Technical Requirements, will completing the Cybersecurity Questionnaire meet requirement?

Answer: Yes.

- d. **Question:** In the past, what did Internal Audit provide?

Answer: Internal Audit work includes collaboration of the following documents:

- Benefit Report
- Quarterly Reports
- Auditing work selected
- Census Data, active & inactive
- Response to questions.

- e. **Question:** Does IMRF have preference or requirement for in-person verses remote.

Answer: No preference. Determined by firm.



f. **Question:** Will auditors have access to systems?

Answer: Yes, IMRF will provide access.

g. **Question:** Can we submit written questions? Is there a deadline?

Answer: Yes, send them to Daniel Martinez at e-mail in the RFP by April 2nd. Questions will be addressed within 5 business days.

h. **Question:** How many employers are tested? Can it be done remotely?

Answer: Number of tests to be determined by the firm. Testing can be conducted remotely.

i. **Question:** Can Fraud Assessment be shared?

Answer: Due to exposure of possibly sensitive internal information, assessment only to be provided to firm that is selected.

j. **Question:** What investments related areas will be audited?

Answer: General checks and balances and GASB conformance.

k. **Question:** Can IMRF provide last year's SOC1 report?

Answer: Yes, IMRF will provide SOC1 report to qualified and interested firms upon request.