

**Addendum No. 1**  
**RFP-18-003OCS**  
**PERFORMANCE AUDIT OF**  
**THE DEPARTMENT OF LIQUOR CONTROL**  
March 23, 2018

This addendum is hereby made a part of RFP-18-003OCS and it shall amend said document by the Office of Council Services, County of Maui, providing responses to questions submitted by prospective vendors for this RFP.

**RE: Office of Council Services, County of Maui, RFP-18-003OCS for a Performance Audit of the Department of Liquor Control**

Subject: Response to a request for clarifications relating to the above RFP.

Q #1. **Request for Clarification:** Have any previous audits been conducted on the Department of Liquor Control? If so, are copies of the audits available for review?

Response: To our knowledge, no audit of the Department has been performed in the past.

Q #2. **Request for Clarification:** Was a risk assessment conducted to determine the scope of the audit? If so, are copies of the risk assessment available to review?

Response: No risk assessment to determine the scope of the audit was conducted.

Q #3. **Request for Clarification:** Would the County please elaborate on the groups or number of groups that should be planned for as part of the Audit Scope described in 6.b.i?

Response: At a minimum, we expect the auditor to obtain confidential feedback from the following groups:

1. Department of Liquor Control employees
2. County Departments
  - a. Department of Police
  - b. Department of the Corporation Counsel
  - c. Department of the Prosecuting Attorney
3. Other county liquor authorities in the State of Hawaii
  - a. The City and County of Honolulu Liquor Commission
  - b. The County of Hawaii Department of Liquor Control

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- c. The County of Kauai Department of Liquor Control
- 4. Liquor licensees within the County of Maui, including licensees holding special licenses for fundraising events and special liquor license applicants who did not receive a license
- 5. Business stakeholders
  - a. Hawaii Bar Owners Association
  - b. Hawaii Food Industry Association
  - c. Hawaii Restaurant Association
  - d. Maui Chamber of Commerce
  - e. Maui Hotel and Lodging Association
  - f. Maui Nonprofit Directors Association
  - g. Maui Visitors Bureau
  - h. Retail Merchants of Hawaii

Please note this is not an exhaustive list and feedback should be obtained from other appropriate groups as they are identified during the audit.

Q #4. **Request for Clarification:** Are any presentations required as part of this project to a leadership group or elected officials? If so, how many presentations should be planned for?

Response: One formal presentation for a committee of the Maui County Council is required. The presentation will occur after the final audit report has been submitted.

Q #5. **Request for Clarification:** Is there a local preference for this project? If so, what weight will that preference have in the evaluation criteria?

Response: There is no local preference for this project.

Q #6. **Request for Clarification:** Does the County have a budget for this project? If so, what is it? Has the County Council allocated a maximum sum for this audit?

Response: There is no specific budget for this project. There is no maximum sum for this audit.

Q #7. **Request for Clarification:** Are there sufficient records maintained either paper or electronically to perform the work?

Response: The term “sufficient” is subjective. The County of Maui has a records retention policy and County records should be maintained according to that policy. The Office of Council Services (“OCS”) staff will assist in providing records as needed.

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Q #8. **Request for Clarification:** Will copies of previous audit detail and other information be provided to the chosen firm?

Response: To our knowledge, no audit of the Department has been performed in the past. However, OCS staff will assist in providing information as needed.

Approval:



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MIKE WHITE, COUNCIL CHAIR  
Council of the County of Maui

Issued: March 23, 2018