

**MOUNT VERNON CITY SCHOOL DISTRICT
165 NORTH COLUMBUS AVENUE
MOUNT VERNON, NEW YORK 10553**

TO: All Prospective Proposers
FROM: Mount Vernon City School District
DATE: October 30, 2023
RE: **RFP #2023-24-10 Internal Auditor**

ADDENDUM # 1

Attached please find Addendum No. 1 for your review and use.

PLEASE FAX THIS COVER SHEET TOGETHER WITH YOUR COMPANY'S NAME TO OUR OFFICE AT (914) 665-1682.

**MOUNT VERNON CITY SCHOOL DISTRICT
165 NORTH COLUMBUS AVENUE
MOUNT VERNON, NEW YORK 10553**

**ADDENDUM # 1
RFP # 2023-24-10 Internal Auditor**

This Addendum contains modifications/clarifications to the requirements of the contract and/or the District's Request for Proposals ("RFP") set forth therein. Such clarifications/modifications shall be incorporated into the contract/specification documents and shall apply with the same meaning and force as if they had been included in the original documents. Wherever this Addendum modifies a portion of a paragraph of the contract or any portion of the RFP, the remainder of the paragraph affected shall remain in full force and effect.

The District received the following inquiries from prospective proposers concerning the RFP. The questions received and the District's responses are as follows:

Question No. 1: It states Part 1 and Part II but then makes reference to a Sealed Dollar Cost Bid. Did you want Part I and Part II in one proposal or two separate proposals, a Technical and a Sealed Dollar?

Answer No. 1: The RFP asks for one proposal comprised of two parts. All proposals must be submitted in two (2) parts. Part I must consist of all-inclusive responses to the management and qualifications items. Part II must consist of the complete contract cost and pricing information.

Question No. 2: In "General Information" the RFP states "It is estimated that the actual time in the District will be approximately 2 days each month throughout the school year."

- a. Can you clarify - is this only the amount of time the selected vendor is expected to be in person, or is this the total amount of time you expect the internal work to encompass/require?

Answer No. 2: The RFP provides an estimate of the actual time in the District. Special or extraordinary circumstances may warrant additional time. The internal audit services being sought are professional in nature. The School District leaves it to the proposer to determine the amount of time and resources as are necessary to perform the audit services described in the RFP. No guarantee of any volume of work is being made by the School District.

Question No. 3: Please confirm whether the selected vendor will need to conform to Yellow Book standards, or just IIA Standards?

Answer No. 3: The internal audit services are to be performed in accordance with the provisions contained in this request for proposals and generally accepted auditing standards for internal audits; the standards for auditing contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, or the standards established by the Institute of Internal Auditors and guidelines promulgated by the Department of Audit and Control and Education Department of the State of New York.

Question No. 4: As the requested work is to begin in mid-fiscal year, is there already an audit

plan developed to be executed against?

Answer No. 4: No. The successful proposer is required to develop and implement a specific audit approach.

Question No. 5: As the requested work is to begin mid-fiscal year, has a risk assessment already been performed?

Answer No. 5: No. Please refer to the scope of services required in the RFP.

Question No. 6: Is there a specific budget developed for the internal audit work?

Answer No. 6: Yes.

Question No. 7: Is there an estimated number of audits to be conducted or audit hours to assist in our pricing assumptions?

Answer No. 7: No. Please refer to the scope of services required in the RFP.

Question No. 8: Does the District have expected audit tools and templates for the vendor to use in executing its work, or would the vendor develop/leverage their own?

Answer No. 8: The successful proposer is required to undertake the audit and deliver the necessary reports as described in the RFP. Previously completed audits of the District's finances are on file with the Business Office.

Question No. 9: "Prior Auditing Experience" on page 7 of the RFP states "The firm should include prior or current engagements pursuant to the Amended Single Audit Act and Office of Management and Budget Circular A-133..."

- a. Can you clarify the relevance of Single Audit work to the requested internal audit scope?
- b. Does the District's Internal Audit function participate in the Single Audit activities of the external auditor?

Answer No. 9: a. The School District receives Federal Award which must be managed in accordance with the terms and conditions of the awards, among other requirements. The internal auditor should have requisite experience in conducting engagements pursuant to the Amended Single Audit Act and Circular A-133.

b. No. Please refer to the scope of services required by the RFP.

Question No. 10: Are team members required to hold a CPA license, or are other internal audit related certifications (such as a CIA or CISA) acceptable?

Answer No. 10: Yes, team members are required to hold a CPA license. Please refer to the qualifications section of the RFP.

Question No. 11: Are you open to accepting electronic submissions of proposals rather than mailed hard copies?

Answer No. 11: No. Please see the RFP submittal requirements. To be considered, three (3) copies of each proposal must be submitted. One (1) copy must be titled "ORIGINAL" and all other two (2) copies titled "COPY". In addition to the hard copies of the proposal, an electronic copy of the proposal in .pdf format must be submitted to the District on a thumb drive. Proposals must be received by the Purchasing Agent at 165 North Columbus Avenue, Mount Vernon, New York 10553 by 11:00 a.m. on November 7, 2023.

Question No. 12: How many times per year does the Internal Auditor attend Audit Committee meetings?

Answer No. 12: To be determined.

Question No. 13: What is the budget allocated for this contract?

Answer No. 13: To be determined.

Question No. 14: Is this contract for co-sourced or outsourced internal audit?

Answer No. 14: No.

Question No. 15: Approximately how many internal audits do you anticipate to be completed annually?

Answer No. 15: Approximately two – four. No guarantee of any volume of work is being made by the School District.

Question No. 16: Approximately how many hours do you allocate to each internal audit?

Answer: No. 16: The School District does not allocate a number of hours to each internal audit. The internal audit services being sought are professional in nature. The School District leaves it to the proposer to determine the amount of time and resources as are necessary to perform the audit services described in the RFP.

Question No. 17: Is there a current service provider utilized for internal audit work? If so, what was the total expense for the most recent full fiscal year?

Answer No. 17: No.

Question No. 18: What are the strengths and weaknesses of your current or most recent service provider?

Answer No. 18: Not applicable.

Question No. 19: Do you anticipate this engagement to be performed on-site or remotely?

Answer No. 19: This engagement requires on-site hours. Some of the work may be performed on a remote basis.