

**Charleston County School District
 Request for Proposals
 Contracts and Procurement Services
 AMENDMENT #2**

Solicitation Number: P2503

Description: Internal Audit Design and Implementation for Charleston County School District

Date: August 13, 2024

SUBMIT OFFER BY: August 29, 2024 by 2:00 PM ET

QUESTIONS MUST BE RECEIVED BY: July 23, 2024 by 12:00 PM ET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original Copy, Four (4) Hard Copies and One (1) USB Flash Drive (See page 2 for details)

PROCUREMENT OFFICIAL CONTACT:

**Procurement Services
 Attention: Debra Coen, NIGP-CPP, CPPO, CPPB
 3999 Bridge View Drive
 North Charleston, SC 29405 Phone: 843-566-1982
 Email: debra_coen@charleston.k12.sc.us**

The term “Offer” means your “Bid” or “Proposal”.

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening date.		
Print Name of Offeror (Full legal name of business submitting the offer)		Date Signed
Authorized Signature (Person signing must be authorized to enter contract on behalf of Offeror named above.)	Taxpayer Identification No.	
Title (Business title of person signing above)	Telephone Number	
Printed Name (of person signing above)	Facsimile Number	
Company Address (Street, City, State & Zip Code)		
Contact Person(if different than authorized signature)	Email Address	
Telephone Number	Facsimile Number	

Cover Page

AWARDS & AMENDMENTS: Awards will be posted at the Physical Address stated above. The award will be posted on or before 9/30/2024. The award, this solicitation, and any amendments will be posted at the following website URL: <https://www.ccsdschools.com/divisions/finance/contracts-and-procurement/solicitations/supplies-and-services-solicitation>

ACKNOWLEDGEMENT OF AMENDMENTS: Offerors: Acknowledges receipt of amendments by indicating amendment number and its date of issue. See “Amendments to Solicitation” in Section II Instructions to Offerors:

Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.	Amendment No.
1	2	3	4	5	6	7
Initial	Initial	Initial	Initial	Initial	Initial	Initial

OFFEROR’S TYPE OF ENTITY: See Section VII Signing Your Offer & SWMBE Participation.

Small Women Minority Business Enterprise (Please Check appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> MBE – Native American Owned | <input type="checkbox"/> Minority Owned Small Business Certified |
| <input type="checkbox"/> MBE – African American Owned | <input type="checkbox"/> Minority Owned Small Business Non-Certified |
| <input type="checkbox"/> MBE – Asian American Owned | <input type="checkbox"/> HUB Zone Small Business |
| <input type="checkbox"/> MBE – Hispanic Owned | <input type="checkbox"/> Small Business Certified |
| <input type="checkbox"/> Women Owned Small Business Certified | <input type="checkbox"/> Small Business Non-Certified |
| <input type="checkbox"/> Women Owned Small Business Non-Certified | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Minority Owned Small Business Certified | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Minority Owned Small Business Non-Certified | <input type="checkbox"/> Sole Proprietor |
| <input type="checkbox"/> Other _____ | |

The District shall receive all bids by **no later than 2:00 P.M. on the date shown on the Cover Page.**
 Important: **Clearly mark the outside of the envelope, box, or package with the following information.**

Request for Proposal #P2503
Internal Audit Design and Implementation for Charleston County School District

Proposals should be sent via United States Postal Service/hand delivered or courier service to:

Procurement Services
Attn: Debra Coen, NIGP-CPP, CPPO, CPPB
3999 Bridge View Drive
North Charleston, SC 29405

NUMBER OF COPIES TO BE SUBMITTED: When submitting your proposal provide, one (1) Original hard copy, Four(4) hard copies of original, one (1) flash drive electronic copy with original and redacted document. The redacted document will be used for FOIA purposes. The redacted document should not disclose any confidential or company trade secrets & etc.

Reference and acknowledge this Addendum on the offer submitted. Failure to acknowledge addendum may result in rejection of your offer.

If by virtue of this addendum you desire to change an offer already submitted, such change may be made by submitting an amended bid prior to the closing date and hour specified.

AMENDMENTS TO SOLICITATION

(a)The Solicitation may be amended at any time prior to opening. All actual and prospective Offerors should monitor the following web site for the issuance of Amendments: <https://www.ccsdschools.com/divisions/finance/contracts-and-procurement/solicitations/supplies-and-services-solicitation>

(b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) by identifying the amendment number and date in the space provided for this purpose on Page Two, (3) by letter, or (4) by submitting a bid that indicates in some way that the bidder received the amendment. (c) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Questions received are addressed below.

1. Please confirm whether CCSD currently has an internal audit function or staffing in place? If so, how many auditors does CCSD have on staff? Can you provide a break-down by level and role of each auditor?
There are no internal auditors.
2. Is there an incumbent vendor for these internal audit services? If yes, who? **No**
3. Who prepared the Risk Assessment and Internal Audit Plan included in the RFP? **Risk Assessment was Elliot Davis and Internal Audit Plan was CFO as approved by Board**
4. Are supporting documentation and work papers for the Risk Assessment and Internal Audit Plan available to review by the awarded firm? **To the extent they are available, we will provide them.**
5. The Risk Assessment and Internal Audit Plan includes a “Single Audit ESSER”. Typically, the Single Audits are performed by the Financial Statement (External) auditor. What are the expectations regarding the performance of the Single Audit? **This will be covered by external auditor. It was provided to the Board to show that it was already covered by that process.**
6. As the estimated initial term is September 1, 2024 – August 31, 2025, is it expected that the awarded firm will execute the Internal Audit Plan, as is, for FY25? **Yes**
7. Are there prior internal audit reports available for review? **Yes, they can be shared with the awarded vendor.**
8. In submittal of the proposal, are there any alternative provisions to allow for submittal of emailed electronic (PDF) proposals, as opposed to hard copies and flash drives? **Not at this time.**
9. Is there an approximate budget for these services that you can share? **Not at this time**
10. Does work need to be performed onsite or is remote work allowed? **While onsite work is preferred, in some cases remote work is sufficient.**

11. Does Charleston County School District have audit tools and technology to support the internal audit process? If yes, please explain. **Yes**
12. Would the School District be open to considering our terms and conditions or suggestions related to theirs? **Any objections to our terms and conditions may be submitted but could lead to the proposal being deemed non-responsive.**
13. Would you be able to share CCSD's budget for the proposed work? **Not at this time**
14. Could you please provide a copy of the latest Risk Assessment and the current/proposed Internal Audit Work Plan? **Please refer to the RFP document.**
15. What precipitated the need for internal audit services? **Board approved policy.**
16. Can you name the incumbent provider that has performed these services in the past? **There are none.**
17. How many internal audit staff and leaders are there currently within the District's internal audit function? **There are none.**
18. Who is responsible for oversight of the internal audit function? **Director of Financial Operations**
19. When was the last time the existing internal audit program and relevant policies/procedures were reviewed and/or updated? **Not known.**
20. What is the budget for the internal audit function for the 2024-2025 school year? **Not known.**
21. Do you plan to perform all recommended internal audits in FY25 as recommended per the approved internal audit plan? **Yes**
22. Do you anticipate the work being performed in person, virtually, or hybrid? **While onsite work is preferred, in some cases remote work is sufficient.**
23. What ERP, payroll, people management, and timekeeping system(s) is the District running? **Tyler Technologies Munis**