

EAST ISLIP UNION FREE SCHOOL DISTRICT
RFP #020624-1 – INTERNAL AUDITOR

ADDENDUM #1

This addendum shall be sent to all prospective proposers who have received the original **RFP #020624-1 INTERNAL AUDITOR**.

The purpose of this Addendum is to address questions brought forth by prospective proposers.

1. Who is your external auditor that coordination may be required with?

Please refer to page 13 – Current Auditing: External Auditor: R. S. Abrams.

2. The document states internal audits and risk assessment are “on an as-needed basis”. The completion of the fee section would therefore be an estimation of hours/cost to do a risk assessment and generally perform internal audit but would not include actual audits and/or scopes. Is that the district’s intent or are there prior annual audit plans that could be provided for vendors to propose a 2024/25 plan?

Please refer to page 3 for a description and need for these services. In summary the fee shall include the initial risk assessment for year 1 and updated risk assessments for years 2-5, as well as the testing and evaluation of one or more areas based upon the level of associated risk. Clearly state how many areas are included in the proposal.

3. What is the district’s preference of on-site auditor presence versus hybrid or remote performance of work?

The district prefers on-site presence. However, recognizes the fact that some responsibilities can be handled remotely. The amount of work remotely will be agreed upon by the contractor and district.

4. Proposals are called for all as paper copies – is that the intent or is email expected of another master copy?

Please refer to page 6, #3. (1) Original and (9) copies should be submitted- all paper copies. Emailed proposals will not be accepted.

5. Part 1, Item A on page six (6) references qualifications in claims and internal auditing – is the reference to claims intentional and if so in capacity is the question asked?

The reference is intentional, we are inquiring about the level of experience in the areas of both internal and claims auditing.

6. Are the references to the requirements the district has under NYS Laws (specifically page six (6) item (B)) and the ask for experience with these geared towards internal audits being performed over compliance or is the district asking for firms with experience aiding a district with its compliance? (a function that would not be an internal audit activity.)

We are asking for both.

- 7. Page Six (6) Item C and item D need clarification- we will provide references of those members we feel best suite the ask of the district in its RFP (“might” in item D could not be addressed effectively in a response) but the phrasing implies all employees.**

Item C- The District is asking for the names of all the partners (Officers) and associates (Management) of the firm.

Item D- The District is looking for the names and credentials of all the staff that might be assigned to our district.

- 8. Page 14 exists but we see no instruction on how to submit – is the assumption that it be included with the copy of the labelled “ORIGINAL” correct?**

Page 14 is the signature page, and it should be included with every copy submitted, including the original copy.

- 9. What precipitated the need for internal audit services?**

Please refer to page 1 – PURPOSE and Page 2 SCOPE OF SERVICE.

- 10. Can you name the incumbent provider that has performed these services in the past?**

Cullen & Danowski LLP

- 11. How many internal audit staff and leaders are currently within East Islip Union Free School District’s internal audit function?**

The internal audit function is outsourced, and the number of staff depends on the firm selected.

- 12. Who is responsible for oversight of the internal audit function?**

Board of Education, Audit Committee, Stephen D. Harrison (Assistant Superintendent for Business) and Jessica Perticone (Treasurer)

- 13. When was the last time the existing internal audit program and relevant policies/procedures were reviewed and/or updated?**

Ongoing annually.

- 14. When was the last time a risk assessment was performed for the School District?**

The last initial Risk Assessment was done in the 2019-20 school year with updates yearly after that.

- 15. Are you able to share the results of the most recent risk assessment and last school year’s audit plan?**

The latest risk assessment report is available in the district website www.eischools.org under Departments / Business and Finance.

- 16. What is the budget for the internal audit function for the 2024-2025 school year?**

The 2024-2025 school year budget has not been approved yet.

17. Approximately how many internal audits does the school district anticipate the vendor performing per year?

Please refer to page 3 for a description and need for these services. In summary the fee shall include the initial risk assessment for year 1 and updated risk assessments for years 2-5, as well as the testing and evaluation of one or more areas based upon the level of associated risk. Clearly state how many areas are included in the proposal.

18. What ERP, Payroll, People Management and Timekeeping system(s) is East Islip Union Free School District running? Are these systems hosted by a third party?

Our financial software is nVision and is cloud based.