

MOUNT VERNON CITY SCHOOL DISTRICT
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FROM: Board of Education of the Mount Vernon City School District

DATE: March 11, 2026

PROJECT: RFP #25/26-10 Forensic Audit Services

ADDENDUM # 1

Attached please find Addendum No. 1

PLEASE FAX OR EMAIL THIS COVER SHEET/S TOGETHER WITH YOUR COMPANY'S NAME TO OUR OFFICE AS CONFIRMATION OF RECEIPT.

Addendum No. 1- RFP # 25/26-10 Forensic Audit Services

ADDENDUM NO. 1

This Addendum contains clarifications and/or changes to the requirements of the contract and/or RFP specifications. Such clarifications/changes shall be incorporated into the contract/RFP documents and shall apply with the same meaning and force as if they had been included in the original documents.

The conditions of the contract shall govern all work and services described in this Addendum. Wherever the conditions of the work and the quality or quantity of materials/services are not fully described in this Addendum, the conditions of the work, etc. included in the original contract and/or RFP specifications for similar items of work shall apply to the work described in this Addendum.

The conditions of the contract, as enumerated in the contract documents and/or the bid specifications apply to all work described in this Addendum.

The School District received the following inquiries from prospective proposers and provides answers as follows:

1. **Question:** Capital Fund – approximately how many projects and/or contracts (over a 3-year scoping period and 5-year scoping period) will be part of the scope of reviewing whether projects were properly bid and executed, if expenditures align with approved capital plans, and why building conditions do not reflect the level of capital investment? **Proposers may request access to the District’s records in accordance with the District’s record access policy.**
2. **Question:** Procurement and Contracting Compliance – approximately how many contract awards occurred over the 3-year and 5-year scoping periods? **Proposers may request access to the District’s records in accordance with the District’s records access policy.**
3. **Question:** PDF page 5 of the RFP states proposers shall provide information on the proposer’s most recent federal or state desk reviews or field review of its audits. PDF page 7 also references an external quality control review. These are typical for financial statement audits and CPA firms. Will you accept proposals from consulting firms that have a division that specializes in forensic accounting? **Please refer to the qualifications section of the RFP for the proposers’ qualification. The School District will consider proposals from all qualified and experienced individuals or firms meeting the requirements of the RFP.**
4. **Question:** Financial Statement of the Organization – Is there anything specific you are looking for with this request? We are a company with offices all over the country with one primary owner. The financial statements of the organization are not public information. If a financial statement is not submitted, will that result in a disqualification? **The financial statement may be submitted in an envelope marked “confidential” However, the School District is subject to the New York State Freedom of Information Law and cannot make any representations concerning confidentiality or disclosure of materials**

submitted in response to this RFP. Please refer to the RFP “Award and Right to Reject Proposal”

5. **Question:** How many bank accounts are utilized by Mount Vernon City School District? **Proposers may request access to the District’s records in accordance with the District’s records access policy**
6. **Question:** How many purchasing/credit cards are utilized by Mount Vernon City School District and approximately how many cards have been allocated to employees? **Proposers may request access to the District’s records in accordance with the District’s records access policy.**
7. **Question:** What software does the District use for financial recording and reporting? **Proposers may request access to the District’s records in accordance with the District’s records access policy**
8. **Question:** Approximately how many payment transactions occur each fiscal year? **Proposers may request access to the District’s records in accordance with the District’s records access policy.**
9. **Question:** Proposals – PDF page 4 references Part I and Part II to proposals with the cost proposal being included in Part II. Are you looking for a separate cost proposal document or can both parts be included in one document? **This should be included in one document.**
10. **Question: Does** the Board of Education/School District require that the firm awarded this contract be a CPA/public accounting firm, or will consulting firms with a forensic audit practice comprised of CPAs and CFEs be considered? **Please see the response to question 3.**
 - a. The RFP states that for Reporting to the Board of Education, "Auditors shall assure themselves that the District's governing board is informed of...the following...The auditor's responsibility under generally accepted auditing standards." As generally accepted auditing standards (GAAS) are typically associated with financial statement audits conducted by licensed CPA firms, does the Board of Education/School District require the firm awarded the contract to be a licensed CPA firm performing work under GAAS? If not, would the Board of Education/School District consider allowing non-CPA firms to conduct the review under a more generally accepted consulting, investigative, or forensic and compliance review framework rather than GAAS, and adjust the report language accordingly?
 - b. If the answer to 1(a) above is yes, would the Board of Education/School District be willing to waive the requirement as stated in the RFP regarding affirmation that Continuing Professional Education (CPE) hours satisfy specific United States General Accounting Office standards?
 - c. To be clear, we have tenured professionals with CPAs, CFEs, and other related licenses/credentials, and have several past, large-scale forensic government agency audit engagement references
11. **Question:** What is the projected budget to complete the scope of work? (i.e., up to \$100,000, up to \$250,000, up to \$500,000, etc.) **Proposers may request access to the District’s records.in accordance with the district policy.**
12. **Question:** Is the Board of Education/School District aware of the approximate number of people who will require interviews to better understand existing financial and operational

processes? **The School District leaves the number of individuals for whom interviews are needed to the professional judgement of the successful proposer in the preparation of its work plan for the services of this engagement.**

13. Question: Were there any other audits or reviews completed of these expenditures and was there any external oversight or management by a third-party vendor? If so, are those reports available to the proposers? **The School District undergo an annual Audit and Internal Audit.**
14. **Question:** Will site visits be required for the forensic audits related to capital funds expenditures? **Yes**
15. **Question:** As it pertains to the performance of the forensic audits: **Proposers should specify in there proposal.**
 - a. How much of the suggested scope of work may be performed remotely?
 - b. Which components of work would require a physical, on-site presence, and how often?
 - c. Will access to records be provided electronically or in physical format?
16. **Question:** The RFP calls for the forensic audits to be completed within a six-month timeline. When does the Board of Education/School District anticipate the audits to commence? **Upon award of the contract and once the contract agreement is signed.**
17. **Question:** Are there any MWBE goals that the winning bidder is required to make good faith efforts to achieve? **We are open to all bidders.**
18. **Question:** Are internally prepared financial statements sufficient to meet the requirements related to providing the firm's financial statements as stated in the RFP? **Please refer to RFP requirement.**
19. **Question:** Under the "Scope of Work" in the "Background and Need for Forensic Audit" section, the RFP lists 8 areas for a "thorough forensic audit."
 - a. Could you share which accounting and financial systems are used to maintain documentation and/or information relevant to this RFP?
 - b. Are these data sources/systems consolidated between the different schools included in the District?
 - c. Upon reviewing the areas identified for a "thorough forensic audit" in both the "Background and Need for Forensic Audit" section and the items listed on the "Proposal Sheet" (page 11 of the RFP), we observed some discrepancies, such as the inclusion of the Forensic Audit of Energy Performance Contracts in the Proposal Sheet but not the Background section. Could you please clarify the District's anticipated scope? **The School District requires the forensic audit of the areas set forth in the "Background and Need for Forensic Audit" section of the RFP and the items listed on the proposal form. Proposers are required to provide a cost proposal for all items listed on the proposal form and as listed in the "Background and Need for Forensic Audit."**
- 20 **Question:** Under the "Field Work Standards" section the RFP states, "The Auditor shall design the forensic audit to provide assurance of detecting irregularities/abnormalities that are material, malfeasance, fraud, civil or criminal wrongdoing. The Auditor shall design the forensic audit to provide reasonable

assurance of detecting material misstatements resulting from direct and material illegal acts.”

- a. Our firm conducts its work in accordance with American Institute of Certified Public Accountants Statements on Standards for Consulting Services. At times, the term “audit” is used in this RFP. While “audits” aim to provide reasonable assurance over financial statements using broad materiality thresholds, forensic work is targeted and does not offer assurance. Under the AICPA consulting standards, Our firm may not form any opinion regarding the Company's financial statements or provide assurance services regarding “whether an illegal act has occurred.” In conducting its forensic review, Our firm can take a risk-based approach to identify and quantify potential unauthorized disbursements, departures from Mount Vernon City School District policies and procedures, or circumvention of internal controls, and make recommendations to enhance the effectiveness and sustainability of the internal control environment within the Mount Vernon City School District. Please confirm whether Our firm's forensic approach aligns with the District's expectations. **Please refer to RFP requirements and qualifications.**

21. **Question:** Is the Scope of Work and ultimately reporting subject to approval by the state-appointed Academic & Financial Monitor? This is by the Board of Education governing body of the district. **By the Board of Education governing body of the District.**

22. **Question:** Regarding the request for financial statements in the RFP, Our firm does not typically provide such information as firm policy due to highly confidential nature. In lieu of financial statements, would the District accept a letter of Our firm financial stability as proof of financial strength? **Please refer to RFP requirements.**

23. **Question:** Our firm Office of General Counsel (OGC) has reviewed the RFP and has proposed some minor edits to the terms in the required forms. Would the District consider reviewing some light red-lines to the Hold Harmless Agreement and Insurance Requirements? If so, we've attached our OGC's suggested revisions for your review and appreciate your consideration of the minor edits. Please do not share our edits or redlined attachments with a wider audience. **Please refer to the requirement and qualification of the RFP. The School District is subject to the New York State Freedom of Information Law and cannot make any representations concerning confidentiality or disclosure of materials submitted in response to this RFP.**

24. **Question:** Has the District established a budget for the forensic audit? **Yes.**

25. **Question:** **Approximately** how many RFPs have been issued from 2020-present and would need to be evaluated under item 5) Procurement and Contracting Compliance? **Proposers may request access to the District's records in accordance with the District's records access policy.**

26. **Question:** We understand the District's need to assess financial stability for the chosen firm. As a large national accounting firm, our financial statements are not subject to public disclosure and are considered proprietary information. Would a statement from the bidding

firm regarding the firm's financial stability provide sufficient assurance in lieu of providing full financial statements? **Please refer to the RFP qualification.**

27. **Question:** The RFP asks for state or field reviews. Would a peer review satisfy this requirement? **Both.**

28. **Question:** The RFP states, "In addition to any other requirements for references, proposer shall provide a client list for the past five (5) years with a similar scope of services. Proposer shall provide a reference list for any client or employer for whom the proposer has rendered services related to the subject matter covered by this Request for proposals." Is this to mean that you want proposers to provide you with a complete list of all clients for which we have provided forensic services? **Yes.**

29. **Question:** Are certificates of insurance required as part of the proposal, or only after award of contract? **The successful proposer is required to provide the insurance coverages in the limits set forth in the RFP. Proof of such coverage shall be provided with the proposal.**