

Addendum No. 1

Date: **July 24, 2024**

Re: **Procurement Audit Services**

RFP No.: **324-134-8-6**

The following information becomes part and parcel of **Request for Proposal (RFP) #324-134-8-6** effective this date. Firms must acknowledge receipt of this addendum in their solicitation response.

The listed items add to, modify, or otherwise alter the specifications and become part of the solicitation documents. Where a portion of the original specifications are added to, modified, or also altered, the portion not so affected shall remain. Firms may have the right to protest this addendum.

Inquiries/ District Responses

Before the solicitation inquiry deadline, the District received inquiries regarding this solicitation. The District's response to each question follows in **bold** font.

1.) What was the prior year procurement audit fee? When was this work performed? Would you be open to this work being performed in either July right after year end or in January/February after the calendar year end?
The most recent 3-year audit cost was \$15,500. The prior audits took place at various, different times. January and February would be a better time to conduct the Procurement audit for the Department.

2.) Are there any other significant changes from the prior year that would have an impact on our audit?
The next audit will be utilizing the same Procurement Code as prior audits. Future audits may be under the newer state procurement code if it is adopted by the District. This would also mean updated Policies and Procedures to go along with the updated code as well.

3.) Is there anything in particular that you were not happy with regarding the prior auditors' performance?
Not applicable to provide a proposal response.

4.) Are you open to the audit work being performed remotely as much as possible? There are some things better done on site, but much of the work can be done remotely as well.
Proposers are encouraged to present their plan for the audit. A hybrid approach of on site and remote will be considered.

5.) Are there findings and recommendations in the report? If so, can you please describe how these findings and recommendations have been addressed?
Yes, the awarded firm will receive a kickoff meeting prior to the audit to go over these details.

6.) Can you please send us a copy of the prior report?

Prior audit reports may be obtained through our District's BoardDocs at the link below:

<https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

7.) Could we obtain a copy of the prior 2 procurement audits?

Prior audit reports may be obtained through our District's BoardDocs at the link below:

<https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

8.) With the award date in August, and many fall audit schedules already agreed to, would it be agreeable to issue the procurement audit after the 12/1 school district audit deadline?

The Procurement Audit does not follow the 12/1 School District Finance audit deadline. The initial 3-year audit should kickoff shortly after the new year in coordination with the Procurement Department.

9.) What were the prior fees for the prior 2 procurement audits?

See information on the most recent procurement audit in the District's response for Question Number One (1).

10.) Are you able to share the proposed budget for this engagement?

Not applicable to provide a proposal response.

11.) Is there an incumbent? Are they allowed to propose?

Yes, the highest ranked proposal will be awarded the contract. Additionally, see District's response for Question Number Twenty-Seven (27).

12.) Can you share prior procurement audit reports?

Prior audit reports may be obtained through our District's BoardDocs at the link below:

<https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

13.) Do you have a scope of work statement? There was no scope of work identified in the RFP.

The Scope of Work is located from the bottom of Page Seven (7) through Page Nine (9) of the solicitation document.

14.) Are you looking for one large audit or several smaller audits of focused areas?

As described in the Scope of Work, the District is looking for audit proposals for 3 fiscal year periods at once.

15.) Do you have an existing risk assessment or are we conducting a risk assessment of the procurement department?

Proposers may describe any additional services or recommendations for the District as part of their proposal response.

16.) How many employees are in your procurement department?

There are Four (4) total employees in the Procurement Department.

17.) How many procurements are processed in an average year?

It varies based on demand in any given year. For the past Fiscal Year (FY) 24, the District initiated 152 solicitations, with several thousand Purchase Orders processed.

18.) What is the average dollar amount for the total procurements for a year?

Not applicable to provide a proposal response.

19.) Page 3 CONTRACT: Please provide a copy of the Contract Document to be formed upon award for our preview prior to the August 6th RFP submission deadline.

The solicitation along with its defined Terms and Conditions serves as the initial contract and individual Purchase Orders will be placed during the life of the contract. The proposer's signature on the Proposal Response Certification document serves as the signed agreement to the contract.

20.) Page 6 SIGNING YOUR OFFER: Our firm is a fully remote organization that handwritten signatures are difficult to obtain. Are electronic signatures obtained and time stamped through DocuSign accepted as original signatures?

The District may make exceptions for legally binding remote signatures on a case by case basis.

21.) Page 8 – A. Report Requirements – In an effort for us to meet and/or exceed requirements, please provide a document listing the agreed upon procurement audit services procedures that were performed in prior years, FY21, FY20, FY19. There is reference to SC audit program requirements. Where can this information be accessed?

The agreed upon procedures follow the South Carolina Division of Procurement Services audit checklist and guidelines found on their website.

22.) Page 8 – B. Time considerations and requirements – We are a firm with the ability to travel on-site and provide remote/virtual support, as necessary. Indicate if remote work combined with on-site work will be considered. Given most providers can likely do either and often defer to the desire of the client, we need to determine whether travel will be involved. Please define if it is desired that our audit team be working full time on-site.

See District's response for Question Number Four (4).

23.) Page 8 C. Contractual Arrangement – For us to understand an anticipated level of effort, please provide a project list of the solicitations released and awarded during the FY22 – FY24 three-year audit period identified in the RFP. Include Solicitation #, project description, closing date and award date, if awarded. Provide the condition of the files and how they can be accessed. Are they electronic? Central repository? Accessible remotely?

There were 152 Solicitations in FY24, 41 Solicitations in calendar year 2023 up to June 30th, 2023, and 83 solicitations in calendar year 2022. FY24 files are available electronically and FY22 and FY23 are available in a central filing room. None are available for access remotely.

24.) Page 12 mentions a District evaluation team to review, evaluation and recommend contract award. How many are on this evaluation team? Who comprises it (i.e., what are their titles and department)?

There will be 3 evaluation members for this solicitation.

- 1. Matt Pettit – Director of Procurement**
- 2. George Ward (or designee) – Associate Superintendent of Operations**
- 3. Robin Stack (or designee) – Chief Financial Officer**

25.) Copy of Business License – In the event a business license is in process with the secretary of state office, please indicate that evidence to obtain a business license (copy of email with acceptance through secretary of state's office) is acceptable to provide with our proposal.

A copy of the email with acceptance will suffice.

26.) State the anticipated notice of contract award date after the RFP submission deadline of August 6, 2024. Identify the anticipated contract start date.

The District anticipates awarding the solicitation within Thirty (30) days of opening date. This could be sooner depending on immediate availability of the evaluation committee members.

27.) Identify the incumbent(s) firm(s) that have provided procurement audit services for the District in prior fiscal years of FY21, FY20 and FY19.

McKinley Cooper & Co., LLC was the audit firm for those fiscal years.

End of Section

All other terms and conditions remain unchanged and in force. Thank you for your interest in the District.

Tonya A. Stroud

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Senior Buyer