



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**September 16, 2021**

Please find the following addendum to the below mentioned RFP.

**Addendum No.: 2**

**RFP#: 21-16-3**

**Project Name:** Internal Audit Services

**RFP Due Date:** Tuesday, September 21, 2021

### **QUESTIONS AND ANSWERS:**

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**Question 1:** The RFP specifically notes the MUNIS software system. Are there other software systems for the primary scope areas listed?

1. Procurement
2. Accounts Payable/Cash Disbursements
3. Accounts Receivable/Cash Receipts
4. Capital Assets
5. Budgeting
6. Accounting
7. Cash and Investments
8. Debt
9. Financial Reporting
10. System Access, Rights, and Electronic Controls
11. Human Resources
12. Payroll
13. Risk Management
14. Entity-wide Controls

**Answer 1:** Below are the software systems that use other systems.

- **Procurement (Eworks)**
- **Accounts Receivable/Cash Receipts** (sub systems include My Permits Now (Permits), Inhance (Tammany Utilities billing and work orders), Chameleon (Animal Services billing), GEMS (Public Works work orders))

Question 2: The RFP specifically notes the number of personnel in the Department of Finance. Can you provide the approximate number of personnel in the other departments listed in the RFP?

1. Procurement
2. Human Resources
3. Grants
4. Technology

Answer 2: 

1. Procurement - 8
2. Human Resources - 6
3. Grants - 10
4. Technology -11

Question 3: Approximately how many relevant policies are in effect? Procedures? When were they last reviewed and recertified?

Answer 3: The following policy manuals exists:  
Personnel Policy – updated September 2018  
CAO Policy – updated June 2021  
Finance Policy – updated July 2021  
Technology Policy – updated July 2016  
Grants Policy – updated July 2016  
Procurement Policy – updated July 2016

Question 4: Is there a single, centralized Information Technology (IT) department? Or do certain organization within the Parish have separate IT departments? Are significant portions of the technology infrastructure outsourced to third parties or cloud service providers?

Answer 4: There is a single IT department. There is also one IT related position/liaison in both Finance and Public Works. The IT department has contracts with multiple software and infrastructure providers.

Question 5: In performing internal auditing services for other governmental entities, we typically start with an entity-wide risk assessment to identify and focus our time on higher risk scope areas. The number of audits to be completed is often determined at the direction of the entity, in alignment with the entity's budget and results of the risk assessment. Is this an approach the Parish would consider?

Answer 5: Yes, we would definitely consider this approach in order to align with budget and results of the risk assessment.

Question 6: Does the Parish currently have existing internal control memos, flowcharts and control activity matrixes, or would these all be developed from scratch?

Answer 6: We have some documentation that was created previously when other consultants provided services for ERP implementation but there were done prior to implementation.

Question 7: What is the driving factor for the Parish to pursue an internal control examination?

Answer 7: We would like an independent consultant to review our controls and give feedback since we have had turnover, administrative changes and implementation of an ERP system.

Question 8: How extensive does the Parish prefer testing of applicable controls to be?

Answer 8: The testing of controls could be minimal at first and would be designed to target certain areas in later years to ensure that the controls are implemented and working as intended.

Question 9: The RFP notes a two-year contract with two options. Is this the Parish's option alone? Or is the option for either party?

Answer 9: A notice of intent to renew would be issued in writing by the Parish. Should both parties agree the contract will be extended.

Question 10: Has Hurricane Ida shifted any of the priorities or timing for the internal audit program?

Answer 10: Hurricane Ida has impacted operating departments (Public Works, Utilities, Facilities) as well as a few certain employees in Finance, Administration and Procurement. The timing for the internal audit program may be modified some in respect to those areas.

Question 11: Is there is a minimum number of letters of reference that will be accepted?

Answer 11: There is no required minimum number of references.

## **End of Addendum # 2**



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**September 8, 2021**

Please find the following addendum to the below mentioned RFP.

**Addendum No.:** 1

**RFP#:** 21-16-3

**Project Name:** Internal Audit Services

**Quote Due Date:** Tuesday, September 21, 2021

### **GENERAL INFORMATION:**

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1. Please note that the bid opening has been pushed to Tuesday, September 21, 2021. Time and location remain the same. The last day to submit written inquiries is Thursday, September 16, 2021, no later than 2:00 PM.

### **QUESTIONS AND ANSWERS:**

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Question 1: Is there an approximate budget for this project that you can share?

**Answer 1:** The amount will be contingent on the services and scope outlined in the proposals.

Question 2: Will remote working be allowed?

**Answer 2:** Yes, working remote will be allowed.

Question 3: Will respondents outside of Louisiana be considered?

**Answer 3:** Yes, respondents from outside can be considered.

Question 4: Will a transition plan also be required as part of the implementation plan? For example, will the St. Tammany Parish require a transition plan from the Proposer due to an incumbent contractor already performing internal audit services?

**Answer 4:** We do not have a current Internal Audit Service provider.

**Question 5:** Please confirm that five (5) public jurisdictions are required as references can be the same as those required in the Proposer Qualifications and Experience section. Additionally, will the St. Tammany Parish consider other references from federal agencies with in the Federal Government, local municipalities and/or commercial companies where comparable services have been recently rendered? Is there a requirement that those proposed to support this project also have experience within their recent project experience at those same projects included as Proposer Qualification and Experiences and/or as References sections? Will non-US based resources be considers if they have recent project experience similar to the project requested in this RFP?

**Answer 5:** Yes, the five public jurisdictions can be inclusive of those required in the Proposer Qualifications and Experience section. The five public jurisdictions can include references from other federal agencies with in the Federal Government and local municipalities. Other resources can be considered if they have recent project experience similar to the project requested in this RFP.

**Question 6:** Please confirm that five (5) public jurisdictions are required as references. For example, will the St. Tammany Parish consider references from other federal agencies with in the Federal Government, local municipalities and commercial companies where comparable services have been recently rendered?

**Answer 6:** The five public jurisdictions can include references from other federal agencies with in the Federal Government and local municipalities.

**Question 7:** In order to ensure compliance with the scope of work, please provide any additional information for what customer service provisions are required as it relates to delivery of internal audit services. For example, does this include steps beyond what is outlined in PART II: SCOPE OF WORK/SERVICES section 1.2 Timing Requirements and the discussion of entrance, progress and exit conferences?

**Answer 7:** Each Proposer should submit a provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.

Question 8: Will there be any flexibility to submit our proposal response online or via email?

Answer 8: All responses must be hand delivered or Certificated Mail (FedEx or UPS) before 2:00pm by deadline date. Online or Email submissions will not be accepted.

Question 9: Please confirm that at the end of the period of performance of this contract, the Proposer will not be prohibited from supporting other St. Tammany programs due to conflict of interest. For example, will working on Internal Audit Services Project at St. Tammany Parish Government and its potential access to information and systems regarding the disaster response and grant management activities, preclude a firm from working on or bidding for any future work (e.g., disaster recovery strategy, grants management review)?

Answer 9: The Proposer will not be prohibited from proposing on other St. Tammany programs dependent on the needs of the particular work to be completed and reports to be issued.

Question 10: Will there be any flexibility to work virtually for all members of contracted personnel for the full duration of the contracted period of performance? Will non US based resources be considered for this project delivery team?

Answer 10: If the Proposer can work efficiently and effectively remotely, then there will be flexibility for working remotely. The Proposer will need to be able to schedule video conferences, review scanned documents, and observe users performing their job duties. As such, non-US based resources could be considered.

Question 11: In order to ensure compliance with the RFP, please provide any additional information regarding what type of external quality control review report should be included. For example as the scope of services is to assist management in providing internal audit activity support, PCAOB external audit quality reports would not be applicable.

Answer 11: The external quality control review report could be a peer review on the firm's system of quality control.

Question 12: Please confirm that all key professionals must be licensed Certified Accounting Professionals in the State of Louisiana.

**Answer 12:** Yes, all assigned key professional staff must be properly licensed to practice in the State of Louisiana.

Question 13: Please confirm that the ten (10) past performances described here are inclusive of the five (5) client references and five (5) recent projects described in the proposer qualifications and experience and references sections on page 4 of the RFP. In lieu of letters of reference, will emails from past or current clients that describe our firm's ability to maintain a proposed schedule/deadline, complete engagement at or under budget and ability of our firm to minimize the impact of the examination process on business operations satisfy this requirement?

**Answer 13:** Yes, the ten past performances can be inclusive of the five client references and five recent projects. Yes, emails from clients will suffice in lieu of letters of reference.

**End of Addendum # 1**