



ST. TAMMANY PARISH

PATRICIA P. BRISTER
PARISH PRESIDENT

May 23, 2018

Please find the following addendum to the below mentioned RFP.

Addendum No.: 1

RFP#: 403-15-18-08-3

Project Name: HUD CDBG – DR Internal Audit Services

RFP Due Date: Thursday, May 31, 2018

QUESTIONS & ANSWERS:

Question #1: The RFP scope of work section does not quantify the amount of CDBG funds expended or expected to be expended or the make-up of the expenditures – pass through to sub-recipients, direct Parish programs or a mix of the two, etc. Can you provide specifics such as:

- A. The total amount of funds expended or expected to be expended during the contract year?
- B. The number of programs funded by the CDBG grant?
- C. The number of sub-recipients receiving CDBG funds from the Parish?
- D. Our responsibility to perform these procedures at the sub-recipient level?

Answer #1

- A. The Parish was awarded approximately \$5.7 million in CDBG-DR funding.**
- B. Currently, two programs are funded through the grant.**
- C. There are no sub recipients receiving CDBG-DR funds from the Parish.**
- D. Sub recipient responsibilities do not apply.**



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Question #2: While the contract is for one year, the timing and frequency of the procedures is not clear. Does the Parish want these procedures to be performed monthly? Quarterly? Twice per year? Or just once over the course of the next year?

Answer #2: Services will need to be performed once during the one year term of the contract.

Question #3: Do you have criteria for the sample selection methodology? A percentage of coverage that you expect?

Answer #3: No.

Question #4: What is the timing of the reporting? Monthly? Quarterly? Annually?

Answer #4: An annual report is due 90 days following the close of the Parish's fiscal year.

Question #5: Who are the users of the reports produced? Are there any external users? Will your auditors use these reports in any fashion as part of their independent audit?

Answer #5: The US Department of Housing and Urban Development (HUD) is the sole external user of reporting. Auditors will use reports only in the event of a major finding.

End of Addendum # 1