



**DATE: March 29, 2021**

**TO: All Offerors'**

**FROM: City of Brookhaven Purchasing Department**

**RE: RFP No. 21-107, Internal Auditing Services**

Please see Addendum No. 1 for the above-referenced solicitation.

1. The following change has been made to the above-referenced solicitation.

**Questions and Answers**

2. All other terms and conditions remain the same.

**ADDENDUM NO. 1**  
**RFP NO. 21-107**  
**INTERNAL AUDITING SERVICES**

- A. The following are questions received and City of Brookhaven responses for the above- referenced solicitation:
1. On page 38 of RFP, a reference to completing a vendor application is noted. Although a link to provide to your website, the application cannot be found. Can you please add this to the documents for download?  
<https://vrapp.vendorregistry.com/Account/LogOn>
  2. What percentage of the work does the City anticipate being performed on-site?  
**Answer 50% but flexibility needed as the pandemic clears.**
  3. Does the City of Brookhaven have a current internal audit program or had one in the past? If so, could we obtain copies of previous issued internal audit reports?  
**See Brookhaven Advisory Audit Committee on the Brookhaven website at <http://brookhavencityga.iqm2.com/Citizens/Default.aspx>**
  4. Does the City have a previous or current Internal Audit Risk Assessment? If so, can it be shared with bidders who request?  
**See Brookhaven Advisory Audit Committee on the Brookhaven website at <http://brookhavencityga.iqm2.com/Citizens/Default.aspx>**
  5. Will the City entertain on site or Zoom meetings with vendors to obtain further understandings of risks that may not be initially evident in the RFP that may impact the bid process? This meeting would be limited to 1 hour if allowed.  
**None planned.**
  6. Would the City accept a rate card for performance / operational audits, and a secondary rate card for Information Technology and other subject matter expertise?  
**Yes.**
  7. Exhibit H requests a total cost, where Exhibit B states total cost is limited to a budget amount. Should the total cost = the budget limit? See question #1.  
**Please list your total cost for the project. The budget is undetermined.**
  8. Exhibit H requests a percentage “markup”. Can respondents simply include a blended, loaded, hourly rate in the far-right column of the exhibit, and forgo disclosure of a specified markup?  
**Yes.**
  9. Exhibit C(A)(1) references auditing a “computerized” AR and bookkeeping system. Has the City recently implemented new system(s) giving rise to this scope element?  
**None in particular but City updates system continuously.**

**ADDENDUM NO. 1**  
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**INTERNAL AUDITING SERVICES**

10. Exhibit B(r) states “Audit firm to produced statements and to print annual report”. Can the City explain what it means by “statements” and “annual report”? Is this related to the internal audit function, or in reference to the City’s annual external financial statement (CAFR) audit?

**Error, item to be deleted.**

11. Exhibit B(b) references optimizing the internal audit approach based upon the budget limit. Can the City please disclose the annual budget for the internal audit function?

**Undetermined.**

12. Is there a current provider of these services? If so, who and since when?

- **Yes, there is a provider**
- **Who - William Mulcahy of Mulcahy Consulting**
- **Since 2014**

13. When was last risk assessment conducted? Can we obtain a copy?

**Please see question # 4.**

14. When was the last internal audit plan/schedule prepared? Can we obtain a copy?

**Please see question # 3.**

15. When was the last time Internal Audit was conducted at the City?

**Currently Internal Audits are being conducted and have been since 2014**

16. Who will the Internal Audit provider report to?

- **Mayor and City Council**
- **See most recent CAFR 12/31/19 page 9 at**
- **city\_of\_brookhaven\_2019\_cafr.pdf (brookhavenga.gov)**

17. What is the annual budget for Internal Audit?

**Undetermined.**

18. Do you plan for all work to be on-site, remote or a mix of both?

**Mix of both on site and remote, expect more on site after the pandemic clears.**