

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

November 30, 2023

ADDENDUM NO: 1 for RFP #2324-002 – Internal Audit Services

The following responses to inquiries, changes, additions, deletions, or corrections shall become a part of the RFP documents for the services named above and all other conditions shall remain the same.

1. **Question:** What is the name of the incumbent firm performing this work and why are you considering a change?

Answer: There is no incumbent firm. This will be the first time the District elects to outsource, as needed, internal audits and other services as enumerated in the RFP.

2. **Question:** Do you have an estimated budget for the total cost of the contract for February 1, 2024, through January 31, 2027?

Answer: The District will budget according to the tasks required of the successful proposer in each fiscal year, through the term of the agreement.

3. **Question:** Do you want us to complete an enterprise-wide assessment to develop the internal audit plan? If yes, how many interviews would you estimate for the enterprise-wide risk assessment?

Answer: Not at this time. The District already has a tentative plan of internal audit projects it would like completed.

4. **Question:** Would you be able to share your previous risk assessment and annual internal audit plan?

Answer: This is the first time an internal audit plan has been developed. The District will share the plan with the firm(s) that are awarded a contract.

5. **Question:** Is this the first internal audit RFP prepared by the District or a renewal of an expiring contract for internal audit services? If applicable, why are you looking at replacing the previous provider?

Answer: There is no incumbent firm. This is the first time the District has considered contracting for internal audit services.

6. **Question:** Is there any specific concerns with the District that was the catalyst for this RFP?

Answer: No specific concerns. The District is interested in improving processes and ensuring compliance. The District would also like to leverage specialized knowledge, experience, and skills that an outside firm may have (e.g., use of data analytics).

END OF ADDENDUM NO: 1

Proposers shall acknowledge receipt of this Addendum by signing below and returning with your proposal. Failure to acknowledge receipt of this Addendum may result in the disqualification of your proposal.

Name of Firm:

Authorized Signature:

Print Name:

Title:

Date:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT



Linda Melendez
Director, Purchasing Services