



DEPARTMENT OF PROCUREMENT SERVICES

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QUESTIONS AND ANSWERS

RFP# 060721WA AUDITING CLOUD-BASED SOFTWARE APPLICATION

- 1. Whether companies from Outside USA can apply for this? **The companies are required to have a domestic address to do business with SCS.**
(like, from India or Canada)
- 2. Whether we need to come over there for meetings? **At this time due to COVID we are conducting Teams meetings. However, the stakeholder may require on site visits.**
- 3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)
- 4. Can we submit the proposals via email? **No all proposals must be submitted by Courier, US mail, or hand delivered**
- 5. What is the District's current audit management solution/software? **Highbond**
- 6. Has the District seen any vendor demos? If yes, which vendors? **Presentations will be scheduled after the RFP is closed**
- 7. How many users receive/complete risk assessments? **3 users complete risk assessment and 11 users receive risk assessments**
- 8. How many audits did the District complete in 2020? **150 audits**
- 9. How many final audit report templates (e.g., performance, special projects) does the District use? What types of audit projects does the District report on? **Currently, building staff to perform performance audits. Required by State to complete annual audits of 150 schools as they received student activity funds; estimated 28 million dollars per year.**
- 10. Will the District provide clarification regarding audit analytics requirements and/or preferences?
 - Specifically, How are you incorporating data analytics as part of your audit process today? What tools/software are you using to currently support data analytics? **Currently, not utilizing data analytics.**

- How much of your annual audit plan (how many audits) is leveraging data analytics as part of the testing? **See above answer.**
- Does the District want to connect with other systems directly using APIs or does the District prefer to download data sets and manually upload data in the audit software solution? **Open to both methods.**

11. Will the District provide clarification regarding enterprise risk assessment?

- Specifically, does the District want to document an ERM program in the software, including heat maps and other ERM presentations for decision-making? **See below response.**
- Or does the District want to perform a risk assessment with the main purpose being to inform the audit plan? **Inform the audit plan.**
- If the District wants to document an ERM program in the software, what are the number of risks? **See above response**

12. How many audits will be performed in the platform in a given year? **155.**

13. Do you perform recurring audits that are check the box or are the audits risk based and each audit and audit plan is unique? **150 audits are check the box (recurring).**

14. Do you currently use a tool or do you operate in a manual environment (i.e. excel/sharefile)? **Highbond.**

15. How many functional teams or departments will be leveraging the platform? **The external auditors will need view access only to review work papers.**

16. What are the sizes of each functional team? **There are no functional teams.**

17. How many core users do you expect in the platform? **12.**

18. How many stakeholders/process owners will access the platform? **No other stakeholders will access the platform. Only audit staff and external audits (view rights only).**

19. Approximately how many risks are you tracking in your environment? **Six.**

20. Are the users responsible for the company wide risk assessment or are they responsible for a portion of the overall risk assessment? **The users (Internal Audit) will be responsible for company-wide risk assessment.**

21. When will the bid be awarded? **We anticipate a bid award in July.**

22. What are the 3 biggest challenges or pain points in the current environment? **Conducting a company-wide risk assessment, implementing new auditing standards and meeting deadline for completing 150 school audits annually.**

23. Do we need to send a USB file physically since we are in Canada or can we just submit it electronically? **Proposal submissions can be delivered by US Mail, Courier, or hand delivery to SCS. Please see page 8 (Part 111 Proposal Format)**
24. Is there a demonstration portion? **Yes, Presentations will be scheduled after the solicitation close.**
25. What is the desired response format? PDF, WORD, PowerPoint etc. **The hard copies should be in Word format.**
26. Is there a separate document for a list of requirements we need to answer? **Please see Evaluation Criteria on page 12 and Scope of Service Part V**
27. Are we able to discuss with the head of internal audit? **Questions can be asked during the presentation**
28. Is this RFP just for the renewal? **No this is a new solicitation.**
29. We are a bit confused on our side as this came out of the blue. Perhaps you can share some insight there. SCS reserve the right to solicit for new equipment and service. **The original contract term was four (4) years which will end this year in November 2021.**