

LINCOLN SCHOOL DISTRICT 156

FORENSIC AUDIT RFP

QUESTIONS RECEIVED

1. What circumstances precipitated the need for this contract? **Time. This is my 12 year and I have not had one done.**
2. The RFP requests a forensic audit; however, the scope appears to be more consulting services. Is there suspected or known fraud? **I have one concern as to how the Board is turning in receipts from travel. Not following policy timelines and not itemized receipts.**
3. Does the District have a budget for this contract; if so, how much? **That is why I have the proposal out to see estimates.**
4. Does the District have a timeframe in mind for the start and completion of this work; if so, what is it? **I would like to have results back for the before the March 11 Board meeting.**
5. How many employees would we be working with? **District Office includes myself, AP Clerk and my assistant.**
6. How many campuses would be involved? **Lincoln is a one school District.**
7. How many contractual agreements are necessary to analyze for 2018-2019? **we have 2 CBA: one for certified and one for our paraeducators.**
8. How many accounting funds does the District use in its general ledger? **Funds 10, 20, 30, 40, 50 and 51, 60, and 80.**
9. What software system(s) does the District use for its general ledger? **Tyler Vision.**
10. Approximately how many journal entries are prepared monthly? **varies from 0 to 5.**
11. Please describe your summer school program, as it relates to payroll and any other areas we would be analyzing. **Summer school is one payroll that is paid before the end of June.**
12. Is the Proposer meeting required in order to submit a bid? **No, but preferred.** Could we participate via videoconference or teleconference? **This is not an option.**
13. Does the District prefer a rate per hour or a fixed fee quote? **Fixed fee cost.**
14. Sections IV. C., F., H., and I. refer to “providing payroll processing and ancillary services...”, “payroll and human resources services”, and “payroll and benefits processing”– is this leftover from a prior RFP? **Yes.** We ask because this focus does not seem consistent with the Scope of Services in Section II.
15. What specifically do you hope to gain for the District from this contract? **A review of past practice and direction moving forward.**
16. Section IV C requires respondents to “Provide a brief explanation of why your firm is qualified to provide payroll processing and ancillary services to the District.” Payroll processing services is not included in the Scope of Services. The Scope of Services includes an analysis of school district documentation and payroll processes, but not actually performing the payroll function. Is it anticipated that the Scope of Services will expand to include payroll processing services? **No.**
17. Section IV F asks respondents to provide samples of the kind of reports you would be preparing for the school district and data sets available to same if selected to provide payroll processing and ancillary services. Yet providing payroll processing and ancillary services are not mentioned in the Scope of Services. Is it anticipated that the Scope of Services will expand to include payroll processing services? **Same as above, no.**

18. How does this effect evaluation criteria? I don't understand the question. **If I mistakenly misquoted something then that portion will not be added to the scoring.**
19. Can you please provide further detail on the Scope of Services area (3rd Bullet)
“Assistance in document and date collection, management, and repository services, as required.” **Suggestions as to what we are doing as it relates to our policies.**
20. Can you please provide further detail on the Scope of Services area (4th 3rd Bullet)
“Assistance with policies and procedures as they pertain to all aspects of the conduct and management of the finances of the District, including but not limited to Financial Reporting, Conflict of Interest and Procurement.” What is meant by “assistance? Is it the goal of the District to have those policies reviewed and, if necessary, amended for compliance with best practices? **A review of our policies and procedures to ensure we are following them.**
21. How are requisitions initiated? **Entry for finance is done via computer by Secretary, approved by Budget Administrator, reviewed by AP Clerk, and then approved by Superintendent. Once an invoice is sent to us, the Front Office checks the requisition to make sure the order is complete and accurate. It is signed by the requestor, sent back to the District Office AP Clerk, and then paid.**
22. Why is this part of the forensic audit if already done by local auditor? *“Investigation, research and answers relating to questions regarding compliance with generally accepted accounting principles.”* We are looking at an overall review that may include a repeat of the local audit or new survey done via this proposal.
23. What is Lincoln looking for in terms of insurance? *“Certify that your firm will purchase and maintain for the duration of the contract the following levels of insurance: (1) \$1,000,000 in commercial general liability; and (2) \$1,000,000 errors and omissions.”* **I would expect the document showing that you have insurance and listing Lincoln as a rider with the proposal.**
24. How is staff available for accessing financial software and reviewing of documents? **Staff is available 8:00 a.m. to 4:30 p.m. every work day. I would seek to accommodate the vendor receiving this award by working after hours.**