

PROJECT: Consulting Services related to Finance, Accounting and Auditing.  
 DATE: November 4, 2016  
 RFP Addendum No.: 2

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**Answers to vendor questions:**

Question	Response
1. Would BPCA provide an estimated budget for this contract?	The Authority has budgeted for a robust program that will draw from the scope outlined in Section 4 of the RFP.
2. We are a certified small MBE and do not have audited financial statements. What do we submit in its place?	In the event you do not have audited financials, you must provide a statement to that effect with your proposal as well as summary financial information.
3. We have completed and submitted NYS Standard Responsibility Questionnaire online. Can we submit a printed version of the questionnaire?	Please submit a copy of the questionnaire required in the manner noted in the RFP.
4. If we use a subcontractor or choose to be a subcontractor under a prime proposer, do we need separate rates for the subcontractor?	The proposal should outline the rates as the bidder deems appropriate for the members and/or roles of the project team.
5. We were unable to attend the pre-quote conference. Is it possible to get a copy of any presentation or discussion or any written materials used at the conference?	There were no written materials provided or a presentation discussed at the meeting.
6. Could you briefly describe a project that has been requested under a similar contract in the past?	Information can be found in the Assessment of Internal Controls section of the 2015 Annual Report on our web site: <a href="http://bpca.ny.gov/wp-content/uploads/2015/03/BPCA-Annual-Report-FY2015.pdf">http://bpca.ny.gov/wp-content/uploads/2015/03/BPCA-Annual-Report-FY2015.pdf</a>
7. Systems/application: During the initial bid BPCA was working with a consultant to implement MS SharePoint as a central repository. Has this project been completed and are there any additional	BPCA has Sharepoint and is currently working to build it out and leverage it for a number of functions including document management, project and procurement tracking and organization-wide calendars.

systems/applications that have been implemented?	
8. Existence of Policies & Procedures: a. Are there formalized operating procedures in place?	Yes.
b. Were issues identified related to the lack of policies and procedures during the 2015-16 internal audit review?	This information will be provided to the successful bidder.
c. Is there a current process utilized to ensure that internal deadlines are adhered to?	This information will be provided to the successful bidder.
9. Prior Year Audit Follow-up) Has BPCA implemented recommendations from the previous audit? If so, what percentage of the recommendations have been implemented by management?	Yes. The Authority has implemented approximately 90% of the recommendations for the previous internal audit program.
10. Succession Planning: Does BPCA have a formalized Succession Planning protocol?	This information will be provided to the successful bidder.
11. Pre-Conference Meeting Attendance List Please provide a list of the firms and individuals that attended the Pre-Conference Meeting.	BPCA will not provide a list at this time.
12. Will the previous Internal Audit service provider be bidding as part of this process?	It is not known who will bid on this RFP.
13. Have there been any Internal Audit service provider delivery issues noted in the past?	This information will be provided, as necessary, to the successful bidder..
14. What were/are the reasons the previous Internal Audit service provider is no longer associated with the BPCA?	The engagement ended as per the contract.
15. With respect to the D & I requirements, if awarded the BPCA RFP, is there the ability to switch or leverage different providers through the course of the contract based on project	Yes. A range of subconsultants may be used.

<p>requirements and specific skill sets?</p>	
<p>16. As the Organization is subject to audits conducted by the State Comptroller's Office and Inspector General, can you provide details of those audits performed in the last 2 years including type of audit, overall conclusion / rating, and have action plans and remediation been completed, if applicable?</p>	<p>This information will be provided to the successful bidder.</p>
<p>17. The Assessment of the Effectiveness of Internal Controls as per the 2015 Annual Report, references that a risk assessment was performed by an internal auditing firm upon its appointment in June 2011. This was revised in 2014. Was this the last time an enterprise risk assessment was performed? Has it been refreshed since then? If so when?</p>	<p>This was the last time the Risk Assessment was performed.</p>
<p>18. The Assessment of the Effectiveness of Internal Controls as per the 2014 and 2015 Annual Reports lists 4 and 10 audits that were completed in 2014 and 2015, respectively. What is the approximate number of audits expected to be performed each year?</p>	<p>The number of audits will depend on the procedures to be reviewed and the breadth of the scope for each audit.</p>
<p>19. Will all work be performed at 200 Liberty Street and 75 Battery Place locations? Or are there other locations that work will need to be performed at?</p>	<p>These will be the primary locations. It is not anticipated that there will areas outside of Battery Park City.</p>
<p>20. Can we review the prior year or three year period risk assessment and audit plan?</p>	<p>This information will be provided to the successful bidder.</p>
<p>21. What have been the type of Forensic audits and litigation support projects needed over the last three years and how many hours have been spent on each? Did the litigation support projects include the need for preservation, collection, processing and hosting</p>	<p>There have not been any.</p>

of electronically stored information?	
22. What has been the fees for the overall internal audit services for the last three years on a per annum basis?	The contract value for the last engagement was \$477,000 for three years for risk assessment and performance of internal audits.
23. How many processes and controls are in each department and how would you rate the maturity of the documentation over these processes and controls?	For an overview of the Authority and its processes please review the RFP as well as the Authorities annual report, available under the Public Info tab at <a href="http://bpca.ny.gov">bpca.ny.gov</a> .
24. Have you had in any department over the last three years a failure in the system of internal controls or a material weakness?	Please see the Reports of the Authority's Independent Auditors on Internal Controls which can be found at <a href="http://bpca.ny.gov/public-information/">http://bpca.ny.gov/public-information/</a> .
25. Has the departments been agreeable to past findings and has action plans and remediation completed in a timely fashion?	Yes.
26. Under section 4 Scope it appears that the request is for an external auditor's opinion under generally accepted auditing standards on the adequacy and effectiveness of its systems of internal administrative and accounting controls and determine that the financial integrity, economy efficiency and effectiveness of the organizations operations along with internal audit risk assessment, internal audits of the departments and a three year audit plan. It seems that the requirement is attest and internal. Can the BCPA please provide further clarity around this requirement?	<p>For clarification, as noted in the exclusions set forth in the Scope of Work, this engagement will not include financial statement audits, including any report on internal controls concerning financial reporting, compliance and other matters based on an audit of financial statements.</p> <p>Any services to be provided by the selected bidder are expected to comply with relevant generally accepted auditing standards and industry practice.</p>