

**Project: Internal Audit Services**

**Date: December 29, 2015**

**RE: Addendum #4**

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The following revisions and/or clarifications are to be made to the proposal documents for “Internal Audit Services”.

**Questions:** (answers to all question are shown in *Italics* immediately after the question) for example:

1. Who is the current provider of internal audit services, and for how long?

*Withum was the most recent provider of internal audit services under a 4 year audit engagement.*

2. Can you give us an estimate of the level of efforts required, in terms of man hours, based on your experience with the current service provider? It is difficult to make the estimate based on reading the financial and other published information alone. Please breakdown as follows:
  - Initial review of internal controls, risk assessment, and three-year plan
  - Annual audit services, including internal audit plan

*Each proposer must determine the amount of time that will be necessary to obtain sufficient information to conduct the review and prepare the risk assessment and three year plan (the latter of which is expected to be a list of the audits to be completed over the course of the three year engagement based on the risk assessment). Interviews and reviews of internal processes and internal control documentation may be required. For audit services, the level of effort is estimated to have been about 120 hours on average per audit, though it has varied depending on the subject and scope of each audit. This estimate is being provided for informational purposes only and should not form the basis of anyone’s bid. For the avoidance of doubt, it is anticipated that, based on their experience and understanding of the services required, proposers will determine what will be required. As noted in the RFP, proposers should disclose all assumptions bearing on the fixed fee. Additionally, in their proposals, proposers may outline any relevant assumptions on which their estimate is based.*

3. We have recently submitted electronically an NYS Standard Vendor Responsibility Questionnaire in connection with another proposal to another NYS agency, and we already have an NYS vendor ID. Do we need to submit again? If so, can we do it electronically and just submit proof that we did?

*All proposers must complete and submit with their proposals the mandatory forms listed on the Battery Park City Authority webpage (<http://bpca.ny.gov/wp-content/uploads/2015/03/Vendor-Responsibility-Questionnaire.pdf>). As these forms must be notarized, only originals can be accepted.*

4. The RFP has a 15% MBE and 15% WBE goals. We are both MBE and WBE certified by the NYS Department of Economic Development. Will our participation satisfy both goals?

**No.** *A firm that qualifies as both an MBE and a WBE cannot use both qualifications on this project. Such a firm must notify the Authority which designation it will use and must also fulfill the 15% goal for the other qualification.*

By signing the line below, I am acknowledging that all pages of this addendum have been received, reviewed and understood, and that the information herein contained will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Number of pages received: \_\_\_\_\_<fill in>

Distributed to: All present and all prospective Proposers