

University of Louisville
DEPARTMENT OF PROCUREMENT SERVICES
LOUISVILLE, KENTUCKY

Invitation No: RFP314-PSC
Title: Quality Assurance Review Consultant
Addendum No. One (1)

Date: October 9, 2023

The following shall clarify and/or modify the original bid document(s) as issued by the University of Louisville.

- Add answers to questions received in writing by deadline specified in original bid document.

Bidder must acknowledge receipt of this and any addenda either with bid or by separate letter. Acknowledgement must be received in the Department of Procurement Services, Service Complex Building, University of Louisville no later than **10/30/2023 at 2:00PM, EST**. If by separate letter, the following information must be placed in the lower left-hand corner of the envelope:

Invitation No: RFP314-PSC
Title: Quality Assurance Review Consultant
Due Date: October 30, 2023

BY: _____
Authorized Purchasing Officer

Receipt Acknowledged: _____
FIRM

BY: _____

1. When was the last External QAR performed and can you share the opinion provided (e.g. generally conforms)?

UNIVERSITY RESPONSE: May 24, 2019 with an opinion of generally conforms.

2. Does the audit function currently state that it conforms to the IPPF standards of the IIA?

UNIVERSITY RESPONSE: Yes.

3. What audit software, if any, is used for managing the audit cycle and for housing workpapers?

UNIVERSITY RESPONSE: Audit software is not currently in use.

4. Will the External QAR provider be provided with remote, read-only access to the audit software, including workpapers?

UNIVERSITY RESPONSE: No. See response to question #3.

5. Is the External QAR provider expected to work on-site? And, if so, at what duration or percentage of the QAR?

UNIVERSITY RESPONSE: The External QAR provider is not required to work on-site.

6. Under the references section of the RFP document, is “non-University” intended to mean not the University of Louisville (specifically)?

UNIVERSITY RESPONSE: Yes, that is correct. Please include only reference that are not University of Louisville individuals.

7. The University specifies that the “references should be non-University contacts”. Was this intended to address contacts just at the University of Louisville or contacts at other universities? (We would think the former, but thought it best to confirm)

UNIVERSITY RESPONSE: See response to question #6.

8. Are you looking for a full external assessment or an independent validation of a self-assessment?

UNIVERSITY RESPONSE: Full external assessment.

9. Has the internal audit function had a QAR performed previously? If so, when and what was the opinion of the external assessment team (generally conforms, partially conforms, or does not conform)?

UNIVERSITY RESPONSE: See response to question #1.

10. Would Audit Services prefer to have the service provider meet in person with stakeholders, conduct virtual meetings, or perform some combination of the two?

UNIVERSITY RESPONSE: No preference is established. See response to question #5.

11. What would be the approximate number range of stakeholders you would like the external validation team to interview?

UNIVERSITY RESPONSE: Approximately 10-12

12. We are assuming that this is a full assessment (and not a validation of a self-assessment)...is that correct?

UNIVERSITY RESPONSE: See response to question #8.

13. What period of time are we covering in the “scope of services”?

UNIVERSITY RESPONSE: 1/1/2022-12/31/2023

14. How many audits did your Internal Audit Department complete during that period of time?
UNIVERSITY RESPONSE: 16 audits.
15. How many surveys do you expect will be sent out? And what is the expected response rate?
UNIVERSITY RESPONSE: 10-12
16. How many interviews do you expect will be conducted?
UNIVERSITY RESPONSE: See response to question #11.
17. Do you plan to early implement the new IIA Standards or will this review be based on the 2017 IPPF?
UNIVERSITY RESPONSE: The external assessment will be based on the 2017 International Professional Practices Framework
18. When was the last time you conducted a QAR?
UNIVERSITY RESPONSE: See response to question #1.
19. Does the scope include U of L Health?
UNIVERSITY RESPONSE: No.
20. Does this RFP prohibit us from any future work?
UNIVERSITY RESPONSE: This RFP does not prohibit Respondents from any future work.
21. As a part of this process, we typically conduct interviews with key stakeholders. How many interviews do you envision needing to be conducted?
UNIVERSITY RESPONSE: See response to question #11.
22. Where did the need for the Internal Audit Assessment arise?
UNIVERSITY RESPONSE: The *International Standards for the Professional Practice of Internal Auditing* requires that an external quality assessment (QA) of an internal audit activity must be conducted at least once every five years by a qualified, independent assessor or assessment team from outside the organization.
23. Has the University had an Internal Audit Assessment performed in the past? If so, when was the last time it was performed?
UNIVERSITY RESPONSE: See response to question #1.
24. Has the University determined a budget for this project? If so, can it be shared?
UNIVERSITY RESPONSE: We do not provide a budget amount when issuing a Request for Proposal. Your financial proposal should be in line with industry standards for these services and competitive to other providers.
25. What software packages does the University utilize for the general ledger, payroll, student financial aid, and any other relevant software packages?
UNIVERSITY RESPONSE: PeopleSoft for GL and Student, Workday for payroll and Human Resources.
26. Who are the stakeholders for this engagement?
UNIVERSITY RESPONSE: Executive leadership, members of the Board of Trustees and Audit Committee, senior and operating leadership, the Chief Audit Executive, and Internal Audit Staff.
27. Does the University have a preference or expectation for the ratio of on-site versus remote work? If yes, please describe expectations for the amount of on-site and/or remote work?
UNIVERSITY RESPONSE: See response to question #5.