

Request for Proposals (RFP) – Risk Assessment and Five-year Internal Audit Plan

PROPOSAL

The San Diego Unified School District (SDUSD) is seeking to obtain an independent and objective enterprise-wide risk assessment and a five year internal audit plan to improve the organization's operations by creating a more systematic and effective approach to risk mitigation.

THE SUCCESSFUL PROPOSER WILL BE REQUIRED TO PROVIDE AND/OR PERFORM THE FOLLOWING SERVICES¹.

The engagement will entail an enterprise-wide risk assessment² and the development of five-year internal audit plan. The primary purpose of this assessment is to identify the risks to achieving the organization's objectives and the primary purpose of the audit plan is to mitigate those risks. The scope of this assessment is to be broad and may involve topics such as the efficacy of operations, the reliability of financial reporting, deterring and investigating fraud and compliance with regulations.

- a. Proposer will conduct a comprehensive risk-assessment of the operations of the San Diego Unified School District.
- b. Proposer will immediately inform District of any violations of laws or governmental regulations encountered in a. above.
- c. Proposer will not be authorized to disseminate or utilize information obtained on this engagement for any other purpose than to assist the District in its pursuit of its primary purpose.
- d. Proposer will attend meetings with the San Diego Unified School District Audit and Finance Committee as required and provide written reports and review all material findings and their observations related to the internal controls, data processing, or other significant issues or items that come to their attention during the course of the engagement.
- e. Proposer will prepare and submit five copies of the preliminary assessment and the proposed five-year plan to the District's designated Project Manager.
- f. Proposer will prepare and present the risk assessment and five-year audit plan at a public meeting of the Audit and Finance Committee and the Board of Education upon request.
- g. Proposer will assign professional staff as appropriate to conduct the risk assessment and prepare the five-year audit plan. A senior manager will be assigned to coordinate the activities of all Proposer staff and will be the liaison between the Proposer and the San Diego Unified School District. The senior manager will be accessible to a designated SDUSD Project Manager, as reasonable. The Proposer will be responsible for assignment of Proposer personnel and will keep a current Project Organization Chart which indicates the specific personnel assigned to each aspect of the project.

¹ All specified services will be performed in full compliance with all local, state and federal regulations and requirements

² The scope of the San Diego Unified School District risk assessment will include all San Diego Unified School District operations under the control or jurisdiction of the District. Report(s) will be addressed to the attention of the Board of Education, San Diego Unified School District.

AREAS TO BE INCLUDED IN THE RISK ASSESSMENT SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

A. Internal Controls

An evaluation is to be made of the systems of internal controls, including the control environment, accounting systems and specific control procedures, to assess the extent to which the controls can be relied upon to ensure accurate information, to ensure compliance with the law and regulations, and to provide for efficient and effective operations.

B. Electronic Data Processing

An evaluation is to be made of the District's computer environment to ensure (a) the proper development, acquisition and implementation of applications, (b) the integrity of program and data files, (c) the completeness and accuracy of the records, and (d) the integrity of computer operations (physical security, backup and recovery, network security, etc.). The proposer will report the following information it deems appropriate:

- a. Specific comments in the above areas for the District's major computer systems
- b. Overall conditions of internal controls in the computer environment
- c. Any material or significant weakness in internal controls of electronic data processing operations.

C. Other Risks

Other risk areas of K12 Education Agencies including:

- a. Overall risks associated with payroll, accounts payable, procurement, facilities, maintenance and operations, capital programs, food service, transportation, and the internal systems that generate the data used to drive major revenue sources (e.g.; average daily attendance).
- b. Compliance with various State and Federal requirements.

THE FIVE YEAR INTERNAL AUDIT PLAN SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

- A. A set of year by year proposed audit activities based on the assessed risks and imputed priorities
- B. A proposed Scope of Work for each activity
- C. An estimate of resources required to achieve the objectives of the year by year designated audit activities, including skills required to perform the audit activities.

TIMELINE

March 22, 2017	Audit and Finance Committee Meeting
April 3, 2017	RFP Release/Advertising Date
May 25, 2017	Proposals Due
May 29, 2017	Distribute Proposals to Evaluation Committee
June 12, 2017	Scoring of Proposals
June 19, 2017	Interviews and Recommendation
June 26, 2017	Best and Final Offer
July 25, 2017	Board Meeting

EVALUATION CRITERIA

Business Organization
Business Experience, Expertise and Professional Skill
Key Personnel
References
Scope of Work/Technical Proposal
Pricing

DRAFT