

Request for Proposals

PERFORMANCE AUDITING SERVICES FOR THE NEWPORT NEWS DEPARTMENT OF JUVENILE SERVICES



RFP #2010-3130-0211
November 6, 2009

City of Newport News, Dept. of Purchasing
2400 Washington Avenue, 4th Floor, City Hall
Newport News, VA 23607

Phone: (757) 926-8031/ Fax: (757) 926-8038
www.nngov.com/purchasing

ADDENDUM #1

- ? Responses to previously received questions and additional information are included in this addendum.
- ? The deadline for submitting questions has passed, no further responses shall be provided.
- ? This Addendum should be completed and included in your proposal response, however its return is not required.
- ? The proposal submittal deadline is rescheduled as noted below.

Proposals Due: November 12, 2009, at Close of Business

Contract Officer: _____
Greg smith, CPPB, C.P.M., Business Analyst, (757) 926-8035

AN ORIGINAL AND FIVE (5) COPIES OF YOUR SUBMITTAL ARE REQUESTED

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the services requested and certifies he has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

Email address _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Addendum 1

The following questions concerning this solicitation were received, and the City's response is inserted for each one.

- 1.) Has a compliance audit over these topics been previously performed? When was it finished, by whom and what were the results? Also would we have access to that work?

City Response: There has not been a previous performance audit. However, the Department of Juvenile Services is mandated to be audited by the Department of Juvenile Justice (Secure Detention/Programs-Grants). Due to the move into the new facility and a flood that destroyed past records, a review of filed audit reports is will be limited. A copy of the June 2006-June 2009 and February 2009 - Secure "Certificate" Audits are posted on the Purchasing Department website (www.nngov.com/purchasing) in the Resources area under the Solicitations Tracker section for this solicitation's entry.

- 2.) Are the "system of management controls" over the audit areas well-defined and documented? How many controls are there and are the controls manual or automated?

City Response: The "system of management controls" over audit areas, is not well-defined and/or documented. Primary controls, policies and procedures are manual. None are automated.

- 3.) Would it be favorable to the firm proposing on the RFP to have a SWAM on their team?

City Response: It is the policy of the City of Newport News to facilitate the establishment, preservation and strengthening of SWAM (Small, Woman and Minority) firms and to encourage their participation in the City's procurement activities. Toward that objective, the City of Newport News encourages these firms to compete for our business and also encourages majority firms to provide for the participation of SWAM firms through partnerships, joint ventures, subcontracts and other contractual opportunities.

- 4.) What type of price are you requesting firm fixed or time and material?

City Response: All pricing structures will be considered, but a Firm fixed price would likely be preferred.

- 5.) Where can "state operating guidelines" (as used in the Scope of Services section of the RFP) be found?

City Response: The "State Operating guidelines" can be found on the DJJ website (<http://legl.state.va.us/000/reg/TOCO6035.htm>) . Hardcopies are available for review in the Purchasing Department.

6.) The study methodology references the use of Government Auditing Standards for conducting the study; is there an expectation that an accounting firm is required to meet that expectation.

City Response: GAO standards do not require that a Performance Audit be performed by a CPA firm.

7.) Is there a particular incident/report, or series of incidents/reports, that prompted the need for the study?

City Response: No. The City Manager's office anticipates that the audit may identify areas that could be improved.

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