



Dr. Lisa Buon

Acting-Superintendent of Schools

- Ms. Onyx Peterson**
- Dr. Elisa Correa-Soto**
- Dr. Shannon O’Grady**
- Mr. Christopher Bayer**
- Ms. Mary Ellen Leimer**
- Mr. Joseph M. McGrath**
- Ms. Kimberly Rohring**
- Dr. Natasha Freeman-Mack**

- Deputy Superintendent
- Asst. Superintendent, Secondary Curriculum & Instruction
- Asst. Superintendent, Elementary Curriculum & Instruction
- Asst. Superintendent, Exceptional Learners
- Interim Asst. Superintendent, Human Resources
- Asst. Superintendent, Chief Information & Data Officer
- Asst. Superintendent, Finance/Chief Financial Officer
- Asst. Superintendent, Chief Equity Officer

TO: PROSPECTIVE VENDORS
FROM: NEWBURGH ENLARGED CITY SCHOOL DISTRICT
RE: ADDENDUM NO. 1 – RFP#02052025 FORENSIC AUDITING SERVICES
DATE: FEBRUARY 12, 2025

THIS ADDENDUM IS PART OF THE PROPOSAL DOCUMENT AND IS TO BE INCLUDED WITH YOUR SUBMITTAL. YOUR SIGNATURE BELOW WARRANTS THAT YOU UNDERSTAND THIS ADDENDUM AND THAT YOU HAVE MADE THE APPROPRIATE ADJUSTMENTS IN YOUR PROPOSAL PRESENTATION AND CALCULATIONS. THE NEWBURGH ENLARGED CITY SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT PROPOSALS SUBMITTED WITHOUT ADDENDUM PROPERLY SIGNED.

SIGNATURE

TITLE

COMPANY NAME

DATE

RFP# 02052025 Forensic Auditing Services
Addendum #1
Questions and Answers

1. In the Terms and Conditions, number 11 mentions the resulting contract is for 6 months ending June 30, 2025. Is that the District's requested completion date for the forensic audit? Or does the District expect to extend that date if a contract is not awarded until the end of February?

A: Yes, the forensic audit is to be completed by June 30, 2025. An extension is possible at the discretion of the board of education.

2. Does the District have a specific number of fiscal years for the forensic audit scope to be conducted? Is the forensic audit to be conducted just for the past fiscal year or for a certain period of time? The number of years will greatly affect the cost proposal.

A: The last two school fiscal years: July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024.

3. Does the District have a budgeted amount for the forensic audit services?

A: N/A

4. There are efficiencies gleaned in conducting forensic audits related to investigating the multiple areas requested by the District. Is the District amenable to receiving one inclusive quote covering all of the requested areas?

A: Please provide quotes on each area requested in the RFP.

5. Can the District provide additional information regarding the requested areas/scope of services, i.e. the number of transactions each year, or the annual revenues/expenditures of these areas? This will help us provide a more accurate cost estimate.

A: AP Capital FY23 102, FY24 115
AP General FY23 41,011, FY24 42,172

6. The RFP includes a number of references related to accounting estimates, generally accepted auditing standards, etc. Professional standards require that we conduct forensic engagements in accordance with the AICPA's Statement on Standards for Forensic Services No. 1 versus generally accepted auditing standards. Is this acceptable to the District?

A: Yes.

7. Are we required to provide a certificate of insurance as part of the proposal, or only if the contract is awarded?

A: Provide COI as part of proposal.

8. What software does the district use for financial accounting?

A: Harris School Solutions-WinCap.

9. How many bank accounts and credit card accounts does the district utilize to conduct its regular business activity?

A: Two (2) Chase Credit Cards.

10. What time period will be under scope in the forensic audit? Are there any difference in time period for any of the items within scope listed on Attachment C of the RFP or is the same time period applicable for all?

A: The last two school fiscal years: July 1, 2022 through June 30, 2023 and July 1, 2023 through June 30, 2024.

11. Are you anticipating any potential issues with supporting documentation for transactions, grants, contracts, or other information being available for review?

A: No.

12. Are there any specific concerns the district has that has led them to pursue a forensic audit?

A: Based on the last external audit.

13. Will the project work be required to be onsite, or is remote or hybrid onsite/remote acceptable?

A: Onsite, remote or hybrid is acceptable.