RFP #2020-002- Internal Audit for the Community Development Block Grant-Disaster Recovery
Questions Due: 8/13/2020
Answers Posted: 8/18/2020

- **In light of the current public health environment, would the City consider accepting electronic submission of the proposal in lieu of hard copies?**
  - We will not be accepting electronic submissions of the proposal in lieu of hard copies. Interested firms should submit five (5) written copies plus one electronic file of the proposal by 4:00 p.m., CST, Monday, August 31, 2020, to the Purchasing Agent, Moore City Hall, 301 North Broadway, Moore, Oklahoma 73160. Proposals must be identified as follows: "RFP #2020-002" "INTERNAL AUDIT FOR COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY" Late proposals will not be accepted under any circumstances. Any proposal received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.
- **Who would be the appropriate individual (name and title) at the City of Moore to address our proposal to?**
  - City of Moore Purchasing Department, ATTN: Barbara Furgiani, 301 N. Broadway Ave. Suite 142 Moore, OK 73160
- **The RFP requests that the responder: "List no more than five (5) specific projects previously undertaken similar in scope, including color photos of the final product. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses." Please clarify what "color photos of the final product" entails.**
  - We mention color photos of the final product, but it does not have to be colored. We would like to see examples of your firm's reporting format of observations found during an internal audit.
- **Does the City possess an internal audit function, and if so, would this engagement require coordination with that group?**
  -No, the City does not possess an internal audit function.
- **Are there any specific issues or considerations that have led to this audit request?**
  -The City of Moore is a grantee under the Disaster Relief Appropriations act of 2013 (Public Law 113-2).

  PL 113-2 requires grantees to establish adequate procedures to detect fraud, waste, and abuse of disaster recovery funds. To assist grantees in meeting this statutory requirement, CPD required disaster grantees to establish an internal audit activity. Internal audits assure that a grantee's internal controls mitigate program risk and ensure that organizational goals and objectives are met.

  Internal Auditors may focus on a single program or several programs depending on the scope of work procured. The mission of the Internal Auditor is to provide independent, objective assurance and consulting services designed to add value and improve the City of Moore's operations.

The scope of work of the Internal Auditor is to determine whether the organization's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to insure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employee's actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in the organization's control process.
- Significant legislative or regulatory issues impacting the organization are recognized and addressed properly.
- Opportunities for improving management control, accountability, and the organization's image may be identified during audits. These opportunities will be communicated to the appropriate level of management.