



Beaufort County School District

Addendum 1

Solicitation Number: 20-004
Date Printed: July 11, 2019
Date Issued: August 16, 2019
Procurement Officer: Kaylee Yinger
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposals (RFP)

DESCRIPTION: **Professional Auditing Services – Procurement Card Program Compliance and Controls**
SUBMIT OFFER BY (Opening Date & Time): **August 23, 2019; 11:00 AM EST**
QUESTIONS MUST BE RECEIVED BY: **August 16, 2019**
NUMBER OF COPIES TO BE SUBMITTED: **Six (6) Original Signed Copies and One (1) Redacted Version on CD**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:

Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:

Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after August 23, 2019. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: (Full legal name of business submitting the offer)

ENTITY TYPE:

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME

TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

<p>PAYMENT ADDRESS (Address to which payments will be sent):</p> <p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Home Notice Address</p> <p>(check one only)</p>	<p>ORDER ADDRESS (Address to which all purchase orders will be sent):</p> <p><input type="checkbox"/> Payment Address Same as Home Office Address</p> <p><input type="checkbox"/> Payment Address Same as Notice Address</p> <p>(check one only)</p>
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes ☐ No ☐
If yes, please include a copy of your certification.

Questions and Answers:

1. Please provide a copy of the most recently issued report/audit of the procurement card program, including any recommendations provided by the auditing firm.

This documentation is not available to protentional vendors at this time.

2. Please clarify that solicitation requests services in relation to the procurement card program only and not the entire procurement.

3.1 Scope of Work:

Perform a compliance and controls audit of the Beaufort County School District Procurement Card Program.

3. Compliance to be audited is compliance with the Districts procurement card policies and procedures as outlined in the Districts procurement code?

Yes.

4. Controls to be tested are the controls over the Districts compliance with its procurement policies and procedures?

Yes.

5. Is the auditor expected to use the P card testing matrix outlined in the state fiscal accountability audit guide for school districts?

Yes.

6. Does the District have a minimum sample size that it expects to be tested?

No.