



REQUEST FOR QUALIFICATIONS

Addendum 1

August 10, 2020

The Board of Education of the Beaufort County School District (“Board”) is inviting your firm to submit information to perform a forensic audit. The Board expressly reserves the right to select a firm that in their opinion will best serve the needs and interests of the Beaufort County School District (“District”).

Questions and Answers:

1. In the Scope of Services, second paragraph, it states that the board is seeks a forensic audit using a Certified Forensics Accountant, but in brackets has “CFE”. By any chance was the board seeking a Certified Fraud Examiner (CFE) and not a Certified Forensics Accountant? If not, would a CFE credential be acceptable to the board?
Either certification will be considered. Please include credentials in your bid response.
2. Can you provide a copy of the PowerPoint slides presented at the June 23, 2020 School District Board Meeting by Mr. Jim Beckert?
Jim Beckert’s presentation was done at the June 23rd Board meeting.
<https://beaufortcountysc.new.swagit.com/videos/71347>. Time stamps 0:29:43 to 2:40:00.
Mr. Beckert also emailed his PowerPoint presentation to the Superintendent, Dr. Rodriguez on June 24th and then on June 25th emailed a “corrected” version. Both versions will be attached to this addendum.
3. Since the Board Meeting has any agreement been reached as to the Debt Millage calculations between Mr. Beckert and Ms. Tonya Crosby?
No.
4. Will Mr. Beckert and Ms. Crosby be made available to meet with the winning respondent?
Mrs. Crosby will be available to meet with the winning respondent on an individual basis. The BCSD cannot guarantee the availability of Mr. Beckert.
5. What computerized accounting system is utilized by School District?
MUNIS
6. Will prior audits be made available?
Yes, with advance notice, audit documents will be made available. Prior CAFRs are also available on BCSD website.

7. Does the School District have segregated bank accounts are related to the debt service revenue and expense accounts?
No. The Debt Service bank account is held with the County Treasurer and is consolidated with the General Fund and Special Revenue Funds.
8. Will questions be answered as they are submitted, or will the School District answer them after the deadline date of August 10, 2020?
All questions will be answered and posted by August 10, 2020 by end of day.
9. How many accounting debt service funds are involved – just the 2 funds shown above?
Yes, one of which has no activity, only a fund balance carried over from prior years. The District also has a blended component unit, SCAGO Education Facilities Corporation (EFC), a non-profit organization set up for the purposes of administering the 2006 Installment Purchase Revenue Bond. See Footnote 1 in the District’s CAFR for more information.
10. How many accounts do you want analyzed within those funds’ revenues/expenses?
Approximately 26 accounts including balance sheet accounts.
11. How many transactions are we looking at (approximately)?
56 Journal Entries occurred in the School District’s FY2020 general ledger, including EFC, with a total of 129 debits and credits. Assuming similar amounts of transaction for the two years prior, we estimate 168 journal entries and 387 individual debits and credits. There are 13 outstanding bonds plus 2 short term bond issues for the IPRB.
12. Will most of the information be available electronically? (We use a secure portal)
Yes, work is encouraged to be completed remotely.
13. We are happy to attend meetings in-person or videoconference, either is fine, just let me know your preference. To present the resulting report, will we present only to the Board of Education or also to the Auditor’s Office? Based on the Auditor’s Office website, it does not appear they would have an in-person meeting.
The preference of the Finance staff is Zoom meetings but are available in person by appointment. The Board chair will be available by appointment. Presentation will be made to the Board of Education. The Board is currently meeting twice per month via Zoom but could transition back to in person meeting if COVID-19 conditions improve.
14. I reviewed your Board Docs for the June 23, 2020 presentation referenced, but did not see it – would you mind sending it to me, so I can determine end-goal expectations? Maybe it is only in a copy of the June 23rd minutes, if so, please provide.
See the link above in questions #2.
15. What are the risks (accusations or suspicions)?
Please see Mr. Beckert’s presentations for accusations and suspicions.
16. Will there be legal actions resulting from this engagement?
This is currently unknown.
17. In light of the current COVID-19 situation, would the BCSD permit the work to be performed remotely.

Yes.

18. Is the proposed budget, \$15,000, a do not exceed or would BCSD consider additional funds to complete all tasks in the scope of work?

Do not exceed \$15,000.

19. How many accounts are included in the expense and revenue of the Beaufort County school District?

Please see questions 9 & 11.

20. Could you clarify all the scope of reviews of account for all tax revenue and reimburse?

The audit should examine all revenue sources, expense invoices received and paid, approvals provided, and any associated accounting entries to identify any discrepancies or improper activities.

21. It is our understanding that we are not reviewing your internal controls and business processes. Could you confirm?

The scope, as described by the Board does not address internal controls or business processes. However, should the auditor identify internal control issues or process deficiencies, the audit report should include examination of the deficiencies and discussion of any findings.

22. How will addendums (if any) to the RFQ be circulated?

Addendums are posted to our website at beaufortschools.net, click on “community” then “bids & awards”.