



Oakland Housing
Authority

RFP #17-019

Internal Auditing Services

Addendum #1

Date issued and released: November 14, 2017

Responses to Questions

Question 1: Does the Oakland Housing Authority (“Authority”) have an existing contract for this type of work and if so, approximately how many projects and/or hours are incurred in a typical year?

Answer: The Authority does not have an existing contract for this type of work.

Question 2: If this work is being currently performed, has there been any need for “emergency” type services as a result of specific incidents, or is that anticipated?

Answer: The work under this scope of services is not being performed currently. Emergency services are possible, but not anticipated under this contract.

Question 3: Does the Authority establish an audit plan at the beginning of each year and if so, is this plan implemented or do changes occur frequently?

Answer: The Authority plans to establish an audit plan based on the anticipated needs and may make modifications as needed. The Authority shall have no obligation to conduct a threshold number of engagements or to issue assignments at any particular frequency.

Question 4: Has the Authority budgeted a number of hours or cost for this scope of services and if so, what is the budgeted amount?

Answer: The detailed budget for each engagement shall reflect the scope, services, and deliverables required for the assignment issued by the Authority. The number of hours and other costs included in the budget may be negotiated. Prior to commencement of any work, the Authority must agree to the work plan and detailed budget.

Question 5: The scope of work includes development of a plan based on risk assessment. Other than approval, will the Board, management, and/or staff also have input into the plan as to what areas, programs, or functions are subject to procedures?

Answer: Yes.

Question 6: Has the Authority had any difficulty obtaining approval of its "Moving to Work" (MTW) plan and at what stage is it in its MTW renewal (how many years remaining in current plan)?

Answer: The Authority has not had difficulty obtaining approval of its MTW Plan, and the current MTW Agreement expires June 30, 2028.

Question 7: Are there any particular areas of concern within the Authority's operations that the Authority believes should be a focus of the assessment or where procedures should be performed?

Answer: The Authority would rely on the results of the risk assessment to identify areas of focus for its internal audit program.



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Proposer hereby acknowledges this addendum:

Name of Firm: _____

Authorized Signature: _____

Date: _____

Acknowledgement of this Addendum must be included with your proposal.