

REQUEST FOR PROPOSALS #2021-036
Audit Services for NCAA Compliance
RESPONSE ADDENDUM #1
April 23, 2021

QUESTIONS

Q1: Who is the University's current service provider?

A1: O'Connor & Drew P.C

Q2: Can the University provide a copy of the most recently-issued report?

A2: Yes, we will provide this. Send out with this addendum.

Q3: Have there been any findings reported in the past three years? If so, can you provide details? Have they been corrected?

A3: Nothing significant. Minor findings that have been addressed in the following year.

Q4: Has the University had any significant changes in activities this year from the prior year?

A4: Other than COVID related restrictions on some things, no.

Q5: Will there be a need to coordinate amongst the various University campuses?

A5: No

Q6: When does the University prefer this work to be performed?

A6: The compliance audit is performed in July while the financial audit is performed in October or November.

Q7: How long have the current service providers performed this engagement? Are they allowed to bid again?

A7: The incumbent has been performing for five years now. Yes, they are allowed to bid again.

Q8: Please provide us with a copy of the independent accountant's agreed-upon procedures report for FY2020.

A8: We will provide this. Send out with this addendum.

Q9: Please provide us with a copy of the quadrennial athletics compliance audit report for FY2020 (or the most recent year available).

A9: We will provide this. Send out with this addendum.

Q10: What is the purpose of quadrennial athletics compliance audit report, and why is it performed?

A10: The NCAA places a big emphasis on insitutional control with monitoring NCAA rules and regulations. By having regular compliance audit it allows us to see areas that we as a compliance office may need to make improvements on or update our policies and procedures.

Q11: Do you utilize Compliance Assistant or a third-party software for uploading scholarship information to the NCAA? If other, which software do you use for compliance purposes?

A11: Yes, we utilize compliance assistant to upload scholarships information to run NCAA required squad lissts. We also use ARMS compliance software for compliance policies and procedures and for monitoting purposes. We do generate the scolarship paperwork through the ARMS software_

Q12: Do you rely on the assistance of internal audit to conduct any of the NCAA procedures?

A12: No

Q13: What fee did you pay to your current auditing firm for the agreed-upon procedures for the past three years?

A13: FY20: \$26,600 FY19: \$26,200 FY18: \$25,900

Q14: What other fees do you pay to your current auditing firm, and what are these additional fees for?

A14: None

Q15: Outside of the impacts of the pandemic, has anything significant happened in FY21, which is different from prior years? Is something significant expected and/or budgeted to occur in the current year, or soon thereafter, which a potential auditor should be aware of?

A15: No

Q16: Is your current auditing firm allowed to bid on this RFP? If not, why?

A16: Yes, the current auditing firm is allowed to bid on the RFP

Q17: What do you like most about your current auditing firm? What would you change?

A17: Very professional and timely with the work being performed. Clear understanding of college athletics.

Q18: Who is on the auditor selection committee?

A18: The Core Team is made up of end-users from the department of athletics requiring the services in the RFP.

Q19: When does the auditor selection committee plan to make a decision?

A19: Per 1.3.1 Timeline of Key Events: Award Announcement is May 21, 2021 but this is subject to change.

Q20: How important is it for your audit firm to have an office local to the University?

A20: Not important.

Q21: What is your preferred timing of fieldwork and filing with the NCAA?

A21: Fieldwork is preferred in July for the compliance audit and Oct/Nov for the financial audit.

Q22: Are you open to virtual service, or do you prefer all work be performed onsite?

A22: Open to virtual service.

Q23: Per Appendix C #10 – we must attach the Excel version of their tables in our bid response. Can you please provide us with this excel document/XLS file?

A23: Sure, the excel document/XLS file will be released at the same time with this addendum.

Q24: Rider A (page 29) – Do we edit this document under intent & purpose/product scope of work, or will this section be revised in negotiations?

A24: No, you do not have to edit that part. It is part of the contract just to show how the contract of services will look. The sourcing manager will edit it when it is time to draft the contract.

Q25: Can we obtain copies of the prior year deliverables?

A25: We will send along.

Q26: What were the fees paid in prior years for the annual audits and the quadrennial broad Athletics Department compliance audit?

A26: FY20: \$26,600 FY19: \$26,200 FY18: \$25,900

Q27: What has been the time of year the University of Maine System wants these professional services to be performed?

A27: The compliance audit is performed in July while the financial audit is performed in October or November.

Q28: What is the due date for the deliverables?

A28: The financial agreed upon procedures is due to the NCAA by mid-January.

Q29: Approximately how many auditors worked on the engagement in prior years and for how many weeks?

A29: A staff of 2-3 performed the work. Each audit performed took 1 week of in person work.

Q30: Have there been any disagreements with the prior auditors?

A30: No.