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ADDENDUM NO. 1

for

Forensic Auditing Services
RFP #2023-04

January 20, 2023

The following changes, additions, deletions, clarifications, or corrections shall become part of the RFP Documents for Desert Community College District RFP (#2023-04) Forensic Auditing Services published on January 11, 2023. All other terms, specifications, and conditions remain the same.

Questions & Answers: Request for information/request for clarifications

Questions Received January 19, 2022

- 1. Page 3 of the RFP states that proposals must be in a sealed envelope and that an electronic copy must be emailed. Please confirm that the College would like BOTH a mailed original and an emailed electronic copy. Or will an emailed copy of the proposal suffice?**

Answer: The District will accept either a hard mail copy of the proposal or an emailed electronic copy received by January 25, 2023 by 3:00 P.M. PST. A stand-alone emailed copy to svang@collegeofthedesert.edu of the proposal will suffice.

- 2. Is the scope limited to construction contracts, consulting agreements, and IT system expenditures incurred using the \$577 million bond measure CC referenced in the RFP?**
 - a. If so, how much of the \$577 million has been issued and expended?**

Answer: The scope includes all construction-related activities and IT system expenditures for the past eight years. Funding for these expenditures is not limited to Bond Measure CC, Deferred Maintenance, and District General Funds.

- a. The District has issued \$220 million of Measure CC.

- 3. The scope of services indicates 5 to 8 years. When will the time period be determined? Should the proposed fee provide one estimate for 5 years and one for 8 years?**

Answer: For purposes of proposal preparation, assume an 8-year history.

- 4. Page 5 – 1st bullet under section 1.3 Scope of Services:**
 - a. The forensic audit is to determine whether the price for construction contracts was “fair and just” to the District. Does the District have a definition of “fair and just” or is the party awarded the contract to make this determination and create the definition that shall be used?**
 - b. How many construction contracts were entered into the last 5 to 8 years that will be subject to the forensic audit?**

Answers:

- a. For purposes of proposal preparation, determine whether relevant state procurement laws were followed and whether the district followed its own procurement policies and procedures.
- b. For the past 8 years, the District has entered into approximately 371 contracts.

- 5. Page 5 – 2nd bullet under section 1.3 Scope of Services:**
 - a. How many consulting agreements were entered into the last 5 to 8 years that will be subject to the forensic audit?**

c. **Answer:** For the past 8 years, the District has entered into approximately 371 contracts.

6. Page 5 – 3rd bullet under section 1.3 Scope of Services:

- a. **What is the quantity and dollar amount of IT system expenditures in the last 5 to 8 years that will be subject to the forensic audit?**
- b. **Can you expand on the specific types of inefficiencies the District has experienced?**
- c. **Does this include all IT systems or are there particular systems/applications to focus on?**
- d. **Does the District want vulnerability testing and/or penetration testing to identify vulnerabilities in your IT systems? If so, please provide:**
 - i. **Approximate number of servers at the college**
 - ii. **Approximate number of workstations at the college**
 - iii. **Approximate number of other devices on the network**
- e. **Was a particular vendor/provider retained by the District to upgrade IT systems. If so, who was this vendor/provider?**

Answers:

a. The annual budgets and expenditures of the District’s IT department is listed below. This includes staffing, hardware and licensing:

Budget Year	Revised Budget	Expended
2022-23*	8,073,970.00	4,334,018.15
2021-22	4,313,197.00	3,938,946.38
2020-21	4,088,218.00	4,042,101.45
2019-20	3,838,135.00	3,900,426.37
2018-19	3,401,009.00	3,532,701.69
2017-18	2,963,557.00	3,003,814.19

- b. The District experienced two cyber-attacks in the last few years.
- c. All IT systems.
- d. The District completed a penetration test with the State Chancellor’s Office on January 13, 2023 that included both an internal and external component.
 - 1. To be determined.
 - 2. To be determined.
 - 3. To be determined.
- e. The District is currently working with a number of vendors to augment and review systems.

7. Are the relevant supporting documents (bids, contracts, invoices, etc.) available electronically to support conducting some of the work remotely?

Answer: Yes

Questions Received January 20, 2023

1. For planning and budgeting purposes, how many contracts would you estimate per year? Would you like us to provide different estimates in our proposal for 5 year, 6 year, 7 year, or 8 year examination?

Answer: For purposes of proposal preparation, assume an 8-year history.

2. Will Board notes made under closed sessions be made available to us?

Answer: The Administration will not make such information available.

3. Would you like us to reach out to prior employees for interviews?

Answer: Yes, but we cannot assure participation.

4. Will we be allowed to reach out to current or past vendors for interviews?

Answer: Yes

5. Will we be allowed to reach out to the constituents that have requested public records that have to date not been provided?

Answer: Yes

6. Do you have an expected completion date for this project?

Answer: A completion date has not been established.

7. Is there litigation involved with this issue already?

Answer: Not to our knowledge.

8. Are you currently showing a shortfall for the projects against the funding sources?

Answer: No

9. You have requested an investigation of the nature and condition and expense associated with the District IT system. Are their current failures of the system or specific concerns

identified from which our IT assessment team would test? Further, and to confirm you are requesting an analyses of the expenses associated with the system and whether the procurement and associated expense was appropriate?

Answer: As noted above, the District experienced two cyber-attacks in the last few years.

10. Will there be expected timeframes to report to the subcommittee (for example, once a month)?

Answer: To be determined.

11. Will you still accept proposals if the electronic copy is post marked by the due date and the printed copy hasn't arrived yet?

Answer: The District will accept either a hard mail copy of the proposal or an emailed electronic copy received by January 25, 2023 by 3:00 P.M. PST. A stand-alone emailed copy to svang@collegeofthedesert.edu of the proposal will suffice.

Questions Received January 20, 2023

1. Can the District confirm how many hard copies we should include with our submission?

Answer: The District will accept either one (1) mail copy of the proposal or an emailed electronic copy received by January 25, 2023 by 3:00 P.M. PST. A stand-alone emailed copy to svang@collegeofthedesert.edu of the proposal will suffice.

2. Is the requested investigation of construction contracts in the last 5-8 years limited to Bond Measure CC, or does it include other bond measures (e.g., Bond Measure B)?

Answer: For purposes of proposal preparation, assume an 8-year history. The scope includes all construction-related activities and IT system expenditures for the past eight years. Funding for these expenditures is not limited to Bond Measure CC, Deferred Maintenance, and District General Funds.

Questions Received January 20, 2023

1. How many construction projects has the District had in the last 5-8 years? What is the total dollar value of construction contracts granted in the last 5-8 years by the District?

Answer: For the past 8 years, the District has undertaken approximately 71 number of construction projects.

- 2. What is the quantity and total dollar value of consulting agreements issued by the District in the last 5-8 years?**

Answer: For the past 8 years, the District has entered into approximately 371 contracts in the award amount of \$181 million.

- 3. What is the size and complexity of the District's current IT environment?**

Answer: The fiscal year 2022-23 budget for the District's IT department is \$8.073 million.

- 4. The RFP states that the forensic auditor should assess IT system efficiency and vulnerability to attack – is the District seeking penetration testing or a cybersecurity assessment?**

Answer: Yes

- 5. The RFP indicates a sealed proposal due date of January 25, 2023. Is it possible to extend this due date to provide additional time to craft the most appropriate service solution in consideration of above clarifications and/or transit times? Alternatively, would the District be willing to accept an exclusively digital submission?**

Answer: The District is not in a position to extend the due date at this time. The District will accept a stand-alone emailed copy to svang@collegeofthedesert.edu of the proposal.