



State of Rhode Island
Department of Administration / Division of Purchases
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ADDENDUM # 1

LOI #7449554 TITLED: Audit Services Higher Education

OPENING DATE & TIME: 4/11/12 @ 2:00 PM

**Pre-Bid Conference Questions & Answers
Pre-Bid Attendance Sheet**

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Buyer

March 21, 2012

Pre-bid Conference Questions

LOI #7449554, Audit Services Higher Education

Question:

1) Is there any centralized process or is each institution independent?

Answer: The three schools have their own independent financial system

State provides:

- primary payroll services
- some purchasing services
- significant classified (mainly clerical and maintenance) employee HR services
- some IT system support, e.g., RIFANS

OHE provides system:

- strategic goals
- budget submission coordination
- policies
- labor negotiation
- risk management coordination
- some legal services
- bond submission/management coordination

Institutions are responsible for:

- own strategic planning
- policies and procedures
- facilities management
- administrative & financial processes (except some payroll, financial, & HR)
- most IT
- internal payrolls
- some purchasing

Question:

2) When are books closed and ready for audit?

Answer: Not until second and third week of August. Interim field work by late June.

Question:

3) What type of work is performed during the interim period?

Answer:

- General systems and internal controls reviews
- Detail tests of A/R, A/P, payroll, and other significant accounts
- Grant and Financial Aid tests

Question:

4) Are there any recent experiences with previous audits?

Answer: No significant issues.

Question:

5) What is centralized with the State?

Answer:

Bi-weekly payroll. Each school has their own payroll for some faculty or part-time workers.

State provides:

- primary payroll services
- some purchasing services
- significant classified (mainly clerical and maintenance) employee HR services
- some IT system support, e.g., RIFANS

Question:

6) What accounting systems are used by the Colleges?

Answer:

- PeopleSoft at URI and RIC (implementations not compatible)
- Banner at CCRI

Question:

7) Are there any significant capital activities that may change audit?

Answer:

- Large ARRA grant expenditures for fire safety projects at all three institutions
- Significant maintenance and energy conservation projects at CCRI
- URI-Pharmacy Building and Chemistry Building (RI G.O. Bonds), Graduate Apartments and Other Fire Safety projects (Revenue Bonds) and various capital improvement projects

Question:

8) A133, any significant changes?

Answer:

CCRI- no

RIC-Recently went to direct lending-no issues

URI - no

Question:

9) Do the Colleges prepare the financial statements or the auditors?

Answer: The colleges.

Question:

10) When are the year end Foundation reports complete for the auditors?

Answer:

CCRI- nlt 8/15, usually first week of August

RIC 8/15-20

URI – Foundation is changing their year-end from March 31st to June 30th. URI

Alumni and Foundation should be received around 8/25

Question:

11) Can copies of HUD reports be obtained?

Answer:

CCRI HUD report to be forwarded for inclusion

RIC _ N/A

URI- n/a

Question:

12) What is the process to account for your compensated absences?

Answer:

CCRI- Manual computation of all accruals by employee class less discharges, less non-compensated sick leave adjustment for faculty

RIC by employee accruals

URI calculate liability based on year end employee accrual balances and types of leave.

Question:

13) Are current audits public?

Answer: Financial Information is available for review for each of the following sites:

University of Rhode Island

<http://www.uri.edu/controller/financialreporting.html>

Rhode Island College

<http://www.ric.edu/accounting/finalcialstatements.php>

Community College of Rhode Island

<http://www.ccri.edu/businessaffairs/businessoffice/>

Please note correction to Buyers e-mail for submission of questions:

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at gary.mosca@purchasing.ri.gov no later than **3/28/12 at 12:00 Noon (Eastern Time)** Questions should be submitted in a *Microsoft Word attachment* Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

PRE-BID - #7449554- HIGHER EDUCATION
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