

**QUESTIONS AND ANSWERS REGARDING
REQUEST FOR QUALIFICATIONS (RFQ) NO. 25-0010
INTERNAL AUDIT SERVICES**

1.	<p>On PDF pg. 16, section 12.5 Tab D – Contract Changes, it states: <i>The Authority reserves the right to change the sample contract; however, if changes are requested to this sample contract by the Respondent, the Respondent must submit those proposed changes under Tab F - Contract Changes for review and possible approval by the Authority. If no changes are submitted, the Authority's interpretation will be the Respondent is accepting the Contract as shown in the sample contract. The successful Respondent will not be allowed to change the content of the sample contract terms which may be incorporated in the final Contract, unless those proposed changes are submitted under Tab F and approved by the Authority.</i></p> <p>However, I am not seeing a Tab F – Contract Changes anywhere in the RFQ. Could you please provide?</p>
	<p>Please see addendum 1 posted to our website at the link below.</p> <p><u>Addendum 1</u></p>
2.	<p>General. Will MSCAA please extend the proposal deadline by one week (4/17/2025) to provide respondents adequate time to consider MSCAA's responses to questions and allow adequate time to ship the proposals?</p>
	<p>The Authority will not extend the deadline.</p>
3.	<p>General. Who is the incumbent internal audit services provider and how long has this firm provided these services to MSCAA?</p>
	<p>The Authority does not have an incumbent Internal Auditor vendor.</p>
4.	<p>General. What is MSCAA's annual budget for the requested services? Alternatively, how many audit or labor hours would MSCAA expect respondents to provide in delivering the requested services?</p>

	The Authority does not disclose budgets during the Request For Qualifications solicitation phase. The Authority does not have an estimated level of labor hours that we can provide.
5.	General. For this response, are there any mandatory or aspirational goals for minority, women-owned, veteran-owned, small business, or similar organization participatory goals?
	No.
6.	Pricing. What type of pricing information, if any, should respondents provide with their response to this RFQ?
	This is a Request for Qualifications and there should be no pricing included.
7.	Section 12.3 Tab B. Will MSCAA accept an alternative to a negative reference, for example, a briefing on a time where there were project delays, mishaps, etc., and how we managed them?
	Yes.
8.	Section 12.4 Tab C. Are we able to use experience not specific to internal audit as references for Tab C, as long as they are from similar sized airports?
	Yes.
9.	Section 12.3 and 12.4 May the references and experiences in Tab B and Tab C, respectively, include the same engagements/clients?
	Yes.

10.	Section 12.4.2. Must all staff possess a CIA, CPA, CFE or CISA, or just key staff (Partners, Director, Senior Managers, Managers)? Will other certifications be accepted (e.g., CISSP, PMP, etc.
	All certifications can be included in your response.
11.	Section 5. Buy Local. The RFQ states that there is a preference given to local firms/firms with main operations in the local area. What, if any, evaluation criteria points or preference is added for these firms?
	The Authority does not share the evaluation criteria specifics with potential respondents.
12.	Section 9. Security and Access. Will the awarded vendor's personnel be required to perform all work on site? If not, what are the Airport's requirements or preferences pertaining to the selected vendors work location (e.g., remote, onsite, or hybrid)?
	Workspace will be provided only if onsite work is necessary. Remote work is allowed for this contract.
13.	Will we be expected to interview more than the CEO to conduct the risk assessment?
	Yes.
14.	As the audits to be conducted are not known, what pricing you are wanting to see in Exhibit A?
	See question 6.

15.	How much work is expected to be on-site versus virtual?
	That will vary, depending on the task.
16.	RFP section 12.3.1 notes <i>“List four (3) references, with contact names and telephone numbers, for Internal Audit Services similar in size, scope of services, and complexity of the Memphis International Airport, who would have positive comments concerning their experience with your company. Please verify names and phone numbers of person to be contacted.”</i> Please clarify if 3 or 4 references are needed.
	Please see addendum 2 posted to our website at the link below. Addendum 2
17.	RFP section 12.4.4.f notes <i>“Detail the proposed core delivery team, including key roles and team resources.”</i> Please clarify if okay to refer back to 12.4.2 when responding to this requirement.
	It’s the respondent’s responsibility to provide the best response based on their company’s structure.
18.	Is there a budget set aside for this project?
	See question 4.

19.	Can you confirm that the Authority has asked for a risk assessment to be performed as part of the requested internal audit services; however, the Authority has a list of identified projects that it will assign in advance of the risk assessment that they feel need to be completed prior to the risk assessment, based on risks identified?
	No risk assessment has been performed.
20.	Can the Authority share the list of projects prior to the submission of the RFP response?
	The Authority does not have a set list of specific tasks to share at this time.
21.	Can the Authority confirm that while a local preference may be considered and to the consultants' advantage the overall award will be based on comprehensive experience in Internal Auditing of similar complex organizations.?
	Yes.

22.	In Section 12.3 B Tab B- References on page 14 of the RFP – References, you note a request for the following: a. For the four references, can you confirm that providing examples of both Internal Audit Companies, of similar size and complexity, as well as other services the firm may provide to organizations within the Transportation and Airport Industry, such as external auditing, other consulting and accounting services, will be considered an acceptable reference.
	Section 12.3 states, “references, with contact names and telephone numbers, for Internal Audit Services similar in size, scope of services, and complexity of the Memphis International Airport.”
23.	The most recent risk assessment update was January 11, 2024, and if not, can you provide the date and copy of the most recent risk assessment?
	See question 19.
24.	Can you confirm that the most recent initial (full) risk assessment was released December 16, 2022?
	See question 19.

25.	Can you provide the number of interviews held with key stakeholders in the risk assessment process?
	See question 19.
26.	Can you provide the hours utilized to perform the initial risk assessment and the update?
	See question 19.
27.	Regarding the update of the Risk Assessment – is the expectation that the initial and update will require the same range of hours or less?
	See question 19.
28.	If a more recent risk assessment was performed than those cited, can you provide the ranking of systems the proposed for evaluation?
	See question 19.

29.	Internal Audit Projects - Current Status: a. Can you provide the number of evaluations completed by the previous internal auditor including the related time period and hours utilized for each evaluation? b. Can you provide an example of recent additional testing required and note if there any currently open?
	The Authority does not have a prior Internal Auditor.
30.	Have there been any deficiencies in internal control (material weaknesses, significant deficiencies, or control deficiencies) reported in the past two years? If yes, are there any unresolved as of now?
	No.
31.	Have there been any known instances of fraud or illegal acts, waste, or abuse identified in the past two years?
	No.
32.	Have there been any noted instances of non-compliance with outside agencies including but not limited to the FAA, Federal Granting Agencies, or any other relevant agencies?
	No.

33.	Is there a proposed budget for the services to be provided as noted in the RFP?
	Please see question 4.
34.	Does the Authority have a desired start date for the project?
	The anticipated start date is June 1, 2025
35.	What are the top concerns that the Authority wishes to address within the first year given top risks identified either by the Authority, Airport Management, and/or recent internal audit assessments and evaluations?
	This will be discussed with the selected respondent.
36.	Were there any concerns with the prior Internal Auditor that the Authority felt were not addressed?
	See question 29.
37.	Will a main point of contact with the Authority be provided for performing these services?

	Yes.
38.	Is the expectation of the Authority that services can be provided remotely or in a hybrid manner? If hybrid, can you elaborate on the expectations of specific tasks that you would find beneficial to be in person vs. remote?
	See question 12 and question 20.
39.	Systems: a. Does the internal audit utilize any internal audit systems for their project work? b. If yes, is the expectation that the selected consultant would utilize those systems and any Authority IA templates and/or formats?
	The Authority does not have a prior Internal Auditor.
40.	Is the expectation that the selected consultant would perform the entire engagement or would the Authority staff participate in the engagement? If the latter, what would be the expectation of the level of participation?
	The selected consultant will perform engagement.
41.	Section 12.3.1 states "List four (3) references". Would the Authority like respondents to provide three or four references?

	Please see question 16.
42.	Can you provide additional detail or a scoring rubric that further details how the evaluation criteria listed in Section 13.2 will be applied?
	The Authority does not share the evaluation criteria specifics with potential respondents.
43.	Does the Authority have an intended format for the Exhibit B Schedule of Compensation? Is a listing of hourly rates by position acceptable?
	Exhibit B, Schedule of Compensation is part of the Sample Contract. The Sample contract is concluded for your reference only. This is a Request for Qualifications and pricing should not be included.
44.	Should respondents reference the Scope of Services in Section 11 (on pg.13 of 40) for the complete scope of services, or was additional information intended to be included in Exhibit A Scope of Services?
	Respondents should reference Section 11, Scope of Services. Exhibit A, Scope of Services, is part of the Sample Contract. The Sample contract is included for your reference only.
45.	What specific areas or processes within the Memphis-Shelby County Airport Authority are considered high-risk and should be prioritized in the internal audit plan?
	The Authority has not determined.

46.	What are the key performance indicators (KPIs) or metrics that the Authority will use to evaluate the success and effectiveness of the internal audit services provided?
	See question 45.
47.	Are there any specific regulatory compliance requirements or best practices that the Authority expects the internal audit services to address?
	See question 45.
48.	Can you provide more details on the data analytic software programs currently in use or preferred by the Authority for evaluating the effectiveness of internal control systems?
	No.
49.	What are the major IT or ERP platforms in use by the Memphis-Shelby County Airport Authority?
	Not relevant to this RFQ.
50.	What level of access will your internal audit team require in the GRC tool that houses process flows/narratives, RCMs, and testing results?
	Not relevant to this RFQ.

51.	Are there any specific stakeholder groups or departments within the Authority that will require more focused attention during the internal audit process?
	See question 45.
52.	Is the IA service provider required to support the external auditor in any capacity? Does the external auditor leverage any of the work performed by IA?
	No.
53.	Are there any unremediated / open findings from previous internal audit reports? Are you able to share or at least quantify how many there are?
	See question 29.
54.	Are there any restrictions on when internal audits can be performed (e.g. not during annual close or external audit, etc.)?
	See question 45.
55.	As it relates to contract compliance, what are the top areas of focus to the Memphis-Shelby County Airport Authority?
	See question 45.

56.	<p>RFp section 12.4.3 notes <i>“Include a list of contracts the Respondent has held during the last five (5) years that relate to the Respondents’ ability to perform the services outlined in this RFQ. Show contract reference numbers, contract period, current and valid names of contact persons with telephone numbers and e-mail addresses. By including this list, the Respondent grants permission to the Authority to contact this client list.”</i> Please clarify if we can use the same clients as used as reference in section 12.3.1; also, please, clarify the relevance of the contract reference number considering there might not be one as we use engagement letters which are not numbered.</p>
	<p>The same clients can be used as the respondent deems necessary.</p>

Questions are listed as submitted, company names are withheld.

