

**QUESTIONS & ANSWERS FOR TORFP:
ASC-2014-08-001(MSDE-DORS)**

1. Was there a prior year audit?

Yes, MBEP has an audit done every year.

2. Are there any internal control weaknesses? Is it possible to get a copy of last year's audit and management letter?

The most recent available audit would be the FY2012 audit and management letter. The functions are the same every year. This will be provided with the Pre-TOP Conference Minutes.

3. Were escorted visits to the vending facilities done on the previous contract?

This was not done in FY2013, but it was done previously.

4. Who owns the vending machines?

The vending machines are owned by a third party.

5. Do you receive any reporting on gross sales?

DORS receives monthly sales reports with gross sales and commissions.

6. Do you have any monitoring?

There is a separate monitoring of the vending machine companies.

7. Who decides where the vending machines go?

It is negotiated with the federal government and the State agencies to have the vending machines in their facilities. The Department of General Services (DGS) manages the State facilities. There is approximately \$3M in annual revenue. MBEP has vending machines in rest stops on the highways and post offices. There is about \$1.2M assigned; \$800K unassigned; and \$80K set-aside.

8. When will the records be available for the audit?

DORS must complete the FY2013 audit first. It should be done by the end of September. The Notice to Proceed (NTP) is being revised in Amendment No. 2 to reflect the NTP being "on or about October 13, 2014"; therefore, the records will be available by that time.

9. Where are the records?

The records are maintained at the Workforce and Technology Center.

10. What type of support will you give the auditors?

DORS staff (a supervisor and two employees) will be available daily along with the records at the Workforce and Technology Center.

11. Which auditing standards do you use? Section 6.3 says “generally accepted auditing standards” and Section 4.1 of the SOW says “GAGAS”.

There is a conflict in the TORFP that will be corrected in Amendment No. 2. The auditing standards to be used for this TORFP are GAGAS.

12. Have any Legislative Audits been done?

There is a legislative audit being done currently at DORS. The last one was six years ago.

13. Is this a Small Business Procurement?

No, this is not a small business TORFP.

14. Overall Certified MBE Participation Goal: 0 %. Why is completion of MBE Participation a required Form?

The MBE Forms are not applicable to this TORFP. Amendment No. 2 corrects the inconsistencies in the TORFP.

15. Who is prior auditor for MBEP?

The prior auditor is W.P. Tax & Accounting Group.

16. Can you provide the prior year audit report as well as any management letter comments?

The FY2013 Audit is still in draft form and will be available to the awarded Master Contractor. However, the FY2012 Audit is available and will be provided with the Pre-TOP Conference Minutes.

17. What was the cost of the prior year audit?

The prior year audit was less than \$5,000.

18. Is the evaluation of year-end inventory a factor in the audit?

No, the program does not own and maintain saleable merchandise or raw materials inventories requiring valuation.