

Memorandum

To: Dr. James Franchini, Superintendent
From: Michael Ouimet, Assistant Superintendent for Business
Date: November 12, 2019
Re: Internal Auditor Recommendation & Contract

Although we sent our RFP for Internal Audit (IA) Services directly to seven known IA service providers, including our current provider Jerry Tysiak, and we also advertised the RFP in the Times Union newspaper, we still only received one response. While it's unfortunate we didn't receive more participation, I am pleased that we received a proposal from Michael Wolff Advisory Services. As you can see from the firm's reference list include in their RFP response, the firm provides IA services to many districts in our area and are highly recommended by my colleagues in these districts.

The Audit Committee, comprised by Chris Foster, Meghan McGarry and Ann Morone, reviewed and discussed the proposal for internal audit services from Michael Wolff Advisory Services in response to the District's RFP for these services at their Committee meeting on October 21, 2019. The Committee discussed the professional qualifications, service scope, including the Extraclassroom training services and the cost structure.

The Audit Committee recommend that a contract for internal audit services with Michael Wolff Advisory Services be presented to the full Board for consideration at the Board's November 18, 2019 meeting.

Please place this recommendation and the contract for IA services with Michael Wolff Advisory Services on the November 18, 2019 Board of Education agenda. Please do not hesitate to contact me if you have any questions regarding this recommendation.