SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY
LEAD, SOUTH DAKOTA

REQUEST FOR PROPOSAL

INTERNAL CONTROL AUDIT GUIDELINES
Contract #2018-27

PURPOSE:
This Request for Proposal (RFP) is issued by the South Dakota Science and Technology Authority (SDSTA) for consulting services to evaluate the SDSTA's Internal Controls to ensure compliance with federal, state and sponsor requirements and to provide recommendations to SDSTA for improvements.

The consultant will review SDSTA's systematic measures (such as reviews, checks and balances, methods and procedures) for (1) conducting its business in an orderly and efficient manner, (2) safeguarding its assets and resources, (3) deterring and detecting errors, fraud, and theft, (4) ensuring accuracy and completeness of its accounting data, (5) producing reliable and timely financial and management information, and (6) ensuring adherence to its policies and plans. Key areas for review will include governance, accounting disbursement process, payroll, procurement, property management, information technology, and segregation of duties.

BACKGROUND INFORMATION:
SDSTA Mission: To enable compelling underground research in a safe work environment and to foster transformational science education.

The Sanford Underground Research Facility in Lead, South Dakota, advances our understanding of the universe by providing laboratory space deep underground, where sensitive physics experiments can be shielded from cosmic radiation. Researchers at the facility explore some of the most challenging questions facing 21st century science, such as the origin of matter, the nature of dark matter and the properties of neutrinos. The facility also hosts experiments in other disciplines—including geology, biology and engineering.

SCOPE OF WORK:
Developing audit guidelines, the consultant selected for this project will be expected to guide the organization in establishing its Internal Control Audit Guidelines, conduct interviews and facilitate all working sessions with the team and other key staff members. Based on the analysis, specific goals will be identified and, ultimately, the consultant will develop a final audit guideline that provides SDSTA with clear objectives and action steps that lead to achieving organizational goals.

The consultant will conduct an internal control audit to evaluate the existing internal controls over both monetary and physical assets and identify any areas of risk. This scope of work includes:

- Conduct interviews of key accounting personnel and supervisors within SDSTA to determine if existing policies and procedures are being followed and identify internal control deficiencies.
- Review and evaluate the policy and procedures manual for internal control weaknesses over accounting functions.
- Identify inconsistencies in internal controls between divisions and recommend changes to enhance consistency in the various departments.
- Perform an analysis of selected electronica data on a limited basis for anomalies or unusual transactions.
- Test limited accounting documentation for any identified areas of concern.
- Create a report identifying internal control weaknesses, potential risks and recommendations to improve internal controls.
- Review audit committee charter.
- Review/compliance with all standard federal audit files.

DELIVERABLES: Consultant will interact with several departments to gather data to provide SDSTA with internal control audit report.

EVALUATION CRITERIA:

In awarding a contract for consulting services for internal control examination for the organization, SDSTA will examine the following factors and criteria:

1. Applicants clearly describes and understands the scope of work to be used to perform the services
2. Qualifications and experience of the applying consultant in providing internal control audit guidelines, with references.
3. Project cost including the applicant's recommendations for internal control audit guidelines.

APPLICATION PROCESS & PROCEDURES:

Please provide a complete written response to this RFP. Proposals should include:

1. A brief Executive Summary.
2. A description of the applicant's general approach to internal control audit guidelines, that guides your work with organizations in this undertaking.
3. A detailed budget that clearly identifies expenses.
4. Credentials and qualifications of key personnel who will take responsibility for working directly on this project, including client references for each.
5. Example(s) of a finished internal control audit guideline created by your company. This item would not be included in the overall page count limit.

Submit one electronic copy of the proposal to **mbaumann@sanfordlab.org** by 2:00 p.m. October 30, 2018. SDSTA expects to award a contract by November 20, 2018. The SDSTA reserves the right to conduct interviews with applying consultants as required.

In awarding a contract the Consultant will report to the following individuals:

- Nancy Geary – Chief Financial Officer (SDSTA)
- Pat Lebrun – Secretary/Treasurer (SDSTA Board of Directors)