



## Minnesota State Retirement System (MSRS) Internal Audit Services RFP 74 – Questions & Answers

#	QUESTION	ANSWER
1	Are there any specific requirements regarding team members being Corp-to-Corp, 1099, or W-2?	Team members for the awarded contract will be W-2 employees.
2	Are there any specific scope areas MSRS would like contemplated in the internal audit plan?	See RFP SECTION 2 – SUMMARY OF SCOPE Pages 4-5
3	Why is MSRS going out for a Request for Proposal?	Per Minn. Stat. 16C.06 Subd. 3b(b) the combined contract and amendment cannot exceed five years, unless otherwise provided for by law. The current contract has reached its five year maximum.
4	Is the current contractor allowed to bid on this RFP?	Yes
5	What are the strengths and weaknesses of your current or most recent service provider?	The RFP represents the MSRS requirements for Internal Audit Services.
6	Assuming each bidder's proposed fees are equal, what is the next most important thing to the MSRS?	See RFP SECTION 5 – EVALUATION PROCEDURE AND CRITERIA, Pages 6-7 MSRS will make its selection based on best value, as determined by this evaluation process.
7	Would proposing based upon rate per hour and expected number of hours and number of audits be acceptable?	Yes. Also see SECTION 4 – PROPOSAL CONTENT, item 4, page 6 and Attachment C – Cost Detail Template instructions.
8	How many hours do you anticipate will be included annually in the scope of this contract?	Dependent on the MSRS Audit Committee approved plan and MSRS will evaluate the number of hours in the Responses as part of the competitive process. MSRS must follow applicable laws, policies and procedures and will use its best professional judgment based on all the factors found in the Responses.
9	Approximately how many hours would be allocated to each internal audit?	See Answer number 8.

#	QUESTION	ANSWER
10	What is the budget allocated for State Fiscal Year 2024 and 2025 for internal audit?	The annual budget estimate is \$100,000.
11	Is there a current service provider you utilize for internal audit work? If so, what was the total expense for the most recent full fiscal year?	Yes. Estimated expenses for fiscal year 2023 are \$75,000.
12	How large is the current audit committee team that the awarded contractor will be working with?	The Audit Committee is comprised of four members of the MSRS Board of Directors.
13	How many internal audits do you anticipate to be completed annually?	Dependent upon approved audit plan scope.
14	a) Has SECTION 2 – SUMMARY OF SCOPE, item 2.2 Governance, risk management and internal control structure review, been performed in the past? b) If so, can we review results? c) What is historical or expected hours for this portion of the work, if budgeted or completed historically?	14a) Yes  14b) The results will be shared with the awarded contractor.  14c) Total contract hours have been estimated at 320 hours annually.
15	Will the work under the contract be performed in person on-site or remotely?	Either, or a combination of both in person and remote.
16	What is your expectation of reporting to management and the board regarding results of services (i.e., number of meetings, in person versus remote, etc.)?	The expectations are that the results will be effectively reported to the Audit Committee. Generally, the Audit Committee meets four times annually.
17	What does the MSRS find value from its business advisors?	See Answer number 6.