

Addendum #1

Financial Performance Audit of the City of Providence

Issue Date: Wednesday, February 5, 2025

Bids Due: Thursday, February 13, 2025 at 1:00PM

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1. Will the City of Providence government provide any staff access, documents, or other support for the scope of work? Or do you expect the selected consultant will rely primarily on publicly available documents and/or documents provided by PPSD?
 - a. Much of this work will rely on publicly available data. We will also inquire with the City but the contractor should plan to largely rely on publicly available data
 2. Will the City and/or PPSD provide any or all of the financial data in Excel format?
 - a. The information will be in a mix of Excel and Word/PDF.
 3. The RFP states: “Preference will be given to vendors that are able to meet our timelines, have experience and knowledge of special education and with supporting urban school improvement efforts, and are willing to create products for PPSD that can be used independently by the district in the future.”
 - i. Can you confirm whether any or all these preferences apply to this RFP, or is this a holdover from a different RFP? The reference to “knowledge of special education” did

not seem directly germane to this RFP

b. You can remove these preferences as they are from a prior RFP

4. Will the final report need to be branded? Will the report be shared publicly?

a. The district will likely present the report or portions of the report publicly.

5. Has the City established a budget for this project?

a. PPSD has not set a budget for this project

6. Is there an expectation as to the percentage of the work that can be performed remotely versus in-person?

a. PPSD would expect some in person interactions for this work, though it is acceptable if much of the work is performed remotely.

7. Is there any reason the City decided to conduct this project now?

a. PPSD is conducting long-term financial planning and understanding the City's financial health and ability to contribute to the district is a portion of this work.

8. Which city and school district departments do you anticipate being included in the audit scope (i.e., how many departments do you anticipate the contracting evaluating in the overall financial picture, areas of improvement and efficiency, and deep dive areas)?

a. We would anticipate 3-5 City departments being part of the deep dive

9. The RFP reads that the primary focus of the analysis is on the City of Providence, not PPSD. Is that an accurate read or are there elements of the district budget that require deeper analysis as well?

a. That is accurate. The focus of this analysis is on the City of Providence.

10. The title of the RFP references an “Audit.” Are you looking for any formal attestations associated with this audit or should we interpret audit to mean a financial analysis?

a. Financial analysis is an appropriate description of the focus of this project. Formal attestations are not required.

11. To what extent will the selected firm have access to City data from which to conduct its analysis?

a. PPSD will work with the City of Providence to obtain requested data

12. Which key stakeholders within the district, city, and perhaps state would need to be engaged as part of this process?

a. Key stakeholders to engage with will be members of the PPSD leadership team and Finance team, as well as members of the City’s Finance team.

13. Would PPSD be the contracting entity? Who would be the day-to-day project manager for the contracting entity?

a. PPSD will be the contracting entity. Zack Scott, Deputy Superintendent, will be the project manager for the project.

14. To what extent will the selected firm be reporting findings to the City vs. PPSD? To what extent is this a collaborative effort between the City and PPSD vs. an initiative being undertaken solely by PPSD?

- a. This analysis is being conducted on behalf of PPSD with findings reported to PPSD.

15. What is the ultimate goal of this analysis (e.g., identify funds for reallocation, increased cost savings overall, find specific departments that can operate with greater efficiency, etc.)? Are there certain targets or metrics that are being sought?

- a. We are interested to understanding the City's financial health, financial decision-making, and capacity to support required contributions to PPSD in the future.

16. Are there any important dates/milestones of which to be aware?

- a. No

17. In the RFP "Deep Dive Areas," what does "companies" refer to in the following statement: "A review of all funds/companies with a positive balance"?

- a. "Company" is a term used to describe how different funding sources are categorized in the City's financial system

18. Are you able to provide budget guidance for this project?

- a. No

19. Will the highest scoring vendor have a chance to renegotiate fees if a lower scoring vendor meets the 70 point threshold?

- a. We do not anticipate renegotiating if a lower scoring vendor meets the threshold