

# THE RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE

**Addendum No. 3  
June 23, 2026**

**RFQ No. 245 – Request for Qualification for Forensic Audit Services**

**Bid Opening: 11:00 A.M. CST June 30, 2026**  
Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

**The following additions/changes are being made to the solicitation:**

**Respond/ Answer Questions (Change):**

## **1. Known or suspected fraud, waste, abuse, etc.**

BREC is not presently aware of any adjudicated or formally substantiated instances of fraud, waste, abuse, misappropriation, conflicts of interest, procurement irregularities, or other financial misconduct that would limit or preclude the forensic firm's work within the defined audit period.

Like many public entities, BREC periodically receives questions or concerns from internal and external stakeholders regarding financial practices, and any such matters are evaluated and addressed through existing administrative, legal, and oversight channels as appropriate.

Nothing in this response should be interpreted as limiting the firm's responsibility to independently assess risk, pursue red flags, or report any potential misconduct identified during the engagement.

## **2. Circumstances that prompted issuance of the RFQ**

The decision to issue this RFQ reflects the Commission's and management's desire to obtain an independent, specialized review of BREC's financial operations, internal controls, and procurement practices in order to strengthen safeguards over public resources and enhance transparency.

While BREC's annual financial statement audits have not reported any material weaknesses that, standing alone, would require a full forensic engagement, the Commission and management believe that a focused forensic and internal controls review is prudent in light of the size, complexity, and public visibility of BREC's operations, as well as general stakeholder interest in robust oversight.

To the extent specific concerns or allegations have been raised, those matters will be communicated to the selected firm, as appropriate, during the planning phase in coordination with BREC's legal counsel and consistent with applicable confidentiality and personnel laws.

## **3. Higher-risk / higher-priority areas**

BREC expects to use a risk-based approach and anticipates that certain areas may warrant heightened attention in the engagement, which may include:

- Procurement, contracts, and vendor management, including competitive selection processes, contract amendments/change orders, and payments to high-dollar or high-volume vendors.
- Capital projects and large-scale construction or renovation efforts, including related change orders and pay applications.

- Grant-funded programs and restricted funds, including compliance with grantor requirements and cost allocation.
- Cash handling environments (e.g., facilities with significant public cash or card transactions) and related reconciliations.
- Any departments, programs, or fiscal years that exhibit unusual trends, anomalies in transaction patterns, or elevated concern based on preliminary analytics or prior reviews.

These priorities may be refined in collaboration with the selected firm based on the initial risk assessment, data analytics, and discussions with management, the Commission, and legal counsel.

#### **4. Full-scope forensic audit vs. risk-based approach**

BREC does not intend to prescribe a purely full-scope examination of every transaction from 1/1/2018–12/31/2025.

Instead, BREC expects the selected firm to propose and execute a structured, risk-based approach that begins with a preliminary assessment and data-driven analytics, followed by targeted forensic procedures, sampling, and detailed testing in those areas and periods of highest risk.

BREC is open to considering alternative approaches, provided that proposers clearly explain how their methodology will reasonably address the objectives of the engagement and provide sufficient assurance regarding the existence (or absence) of material irregularities.

#### **5. Availability of complete electronic records**

BREC maintains its primary financial, procurement, and payroll records within its core systems and related electronic repositories for the audit period.

For much of the 2018–2025 period, underlying transaction data and many supporting documents (e.g., invoices, purchase orders, payment records, and payroll data) are available in electronic form; however, some supporting documentation—particularly older contracts, legacy files, or documents from earlier years—may reside in separate network locations, departmental systems, or physical files.

The selected firm should anticipate that, while the core financial data will be centrally available, some level of coordination with BREC staff may be required to locate, scan, and compile certain supporting documents.

#### **6. Systems used and type of access**

During the audit period, BREC has relied primarily on its enterprise financial/ERP system (e.g., Tyler Munis or successor/related modules), along with associated systems or modules that support:

- General ledger, accounts payable, purchasing, and vendor management.
- Payroll and human resources.
- Grants/funds management, where applicable.
- Banking interfaces and/or treasury functions.

BREC expects to provide the selected firm with a combination of:

- Structured data exports (e.g., CSV/Excel) for key transaction populations and master files.
- Read-only system access, where feasible, to review underlying transactions and reports consistent with BREC's information security policies.
- Secure file transfer mechanisms for sensitive or large data sets.

The exact systems and access modalities will be confirmed and finalized during the planning phase in consultation with BREC's IT, Finance, and legal teams, and will be subject to appropriate confidentiality and cybersecurity safeguards.

#### **7. Schedule expectations and flexibility**

BREC views the proposed 5–6 month timeframe as an important planning assumption that reflects the

**Addendum No. 3**

**Issued June 23, 2026**

**Page 3 of 6**

Commission’s desire to receive timely results and implement any recommended improvements without undue delay.

However, given the breadth of the audit period and potential complexities related to data availability, stakeholder coordination, and scope refinements, BREC is open to proposers recommending a justified alternative or phased timeline.

If a proposer believes that a different timeline (e.g., phased reporting by risk area or fiscal year, or an extended duration) is more appropriate to achieve high-quality, defensible results, BREC requests that the proposer clearly:

- Describe the proposed timeline and phases.
- Explain the rationale, including dependencies on data availability and preliminary assessment results.
- Identify any interim deliverables or status reporting that would keep BREC and the Commission informed during the engagement.

BREC will evaluate schedule proposals in light of overall quality, risk coverage, practicality, and the need to manage disruption to ongoing operations.

**8. Estimated budget (dollars and/or hours)**

BREC has not established a fixed budget or hour cap for this engagement at the RFQ stage; final pricing and level of effort will be negotiated with the selected firm based on the agreed scope and methodology.

**9. Scope of “comprehensive review” of Finance policies, procedures, and internal controls**

The comprehensive review is expected to include, at a minimum:

- Governance and oversight of financial operations (roles of the Commission, executive leadership, and Finance management; reporting and oversight structures).
- Budget development and monitoring, including amendment processes, variance analysis, and controls around budget-to-actual reporting.
- General ledger and financial reporting processes, including journal entry initiation/approval, account reconciliations, period close procedures, and preparation of interim and annual financial statements.
- Cash handling and banking, including cash collections at facilities, cash receipting, deposit processes, bank account reconciliations, electronic funds transfers, and segregation of duties related to cash.
- Accounts payable and procurement-to-pay processes, including vendor onboarding and maintenance, purchase requisitions and purchase orders, invoice processing, approval workflows, contract compliance, disbursement processes, and monitoring for duplicate/irregular payments.
- Revenue and accounts receivable processes (program fees, facility rentals, sponsorships, grants, and other receivables), including billing, collections, write-offs, and reconciliation to the general ledger.
- Payroll and human resources interface (timekeeping, approvals, payroll processing, changes to employee master data, segregation of duties, and post-payroll reviews).
- Grants and restricted funds management, including drawdown processes, cost allocation, compliance with grantor requirements, and related reporting.
- Capital projects, fixed assets, and inventory (project authorization, procurement related to capital, capitalized vs. expensed costs, asset tagging, disposals, and physical inventories).
- IT and system access controls as they relate to financial processes (user access provisioning and de-provisioning, role-based permissions, change management for financial systems).

The selected firm may recommend additional processes or focus areas based on its risk assessment, subject to BREC’s approval.

**10. Prior use of third-party providers for internal control assessments**

BREC engages an external financial statement auditor annually, but BREC has not engaged a separate third-party provider solely to perform a broad, organization-wide internal controls assessment over Finance in recent years. (If you have used one, you can edit: “BREC previously engaged [firm/general description] in [year(s)] to perform [high-level scope].”)

**11. Number of employees in the Finance Department**

BREC's Finance Department currently has approximately [X] full-time employees, including positions in accounting, accounts payable, payroll, purchasing, and grants/financial reporting. (You can insert your exact FTE count and note any significant vacancies.)

**12. Number of vendor relationships in scope**

BREC anticipates that all active vendors and any vendors with material activity during the review period will be in scope for both controls review and forensic procedures, with a focus on higher-risk categories (e.g., construction, professional services, IT, and large recurring vendors).

Based on current records, BREC estimates approximately [Y] active vendors with financial activity in the relevant period; the selected firm will work with BREC to refine the population and sampling approach as part of its work plan.

**13. Preference for onsite versus remote audits**

BREC anticipates a hybrid approach. Certain planning, data analysis, and status meetings may be performed remotely, but BREC expects key phases—such as initial risk assessment meetings, some walkthroughs, and selected interviews—to be conducted onsite, subject to mutual agreement on scheduling and any applicable health or security protocols.

**14. Known risks, frauds, or control breakdowns; catalyst for the RFQ**

BREC is not aware of any adjudicated frauds or publicly reported material control failures that would limit the auditor's work; however, like many public entities, BREC has identified areas where it seeks stronger assurance and improved controls around procurement, vendor management, and financial processes.

The RFQ has been issued to obtain an independent, specialized review of BREC's Finance function, respond to internal and external stakeholder concerns, and proactively strengthen internal controls, transparency, and public confidence. You may note particular drivers if applicable (e.g., "recent leadership transitions," "system changes," or "increased public scrutiny").

**15. Availability of reports to external parties, including the external auditor**

Yes. BREC anticipates that final written deliverables (reports and key findings) will be available for use by the Commission, executive management, and BREC's external financial statement auditor, and may become public records subject to applicable Louisiana public records law. Any limitations on distribution or use, including workpaper access, will be addressed during contract negotiations.

**16. Approximate number of contracts, vendors, and amendments subject to forensic review**

The forensic procedures will focus on contracts and vendors with financial activity during the review period, with a particular emphasis on higher-risk categories (e.g., construction, professional services, and large or unusual payments).

For planning purposes, BREC currently estimates:

- Contracts: approximately [A] active or recently active contracts potentially in scope.
- Contract amendments/change orders: approximately [B] amendments associated with those contracts.
- Vendors: approximately [C] vendors with material payments during the review period (2018–2025).

(You can refine A/B/C using your ERP data; if you only know ranges, e.g., "between 150–250 contracts," state that.)

**17. Level of third-party verification anticipated**

BREC expects the selected firm to propose a risk-based level of third-party verification. At a minimum, BREC anticipates some degree of:

- Vendor confirmations (e.g., confirmation of key terms, existence, and selected payment details for higher-risk vendors).
- Background research (public records, corporate registrations, sanctions lists, and adverse media searches) on selected vendors and principals.
- Beneficial ownership and related-party analysis for vendors identified as higher risk or as having potential connections to BREC personnel or officials.

The depth and extent of these procedures will be finalized in collaboration with the selected firm based on the

risk assessment and available budget.

### **Addendum No. 3**

**Issued June 23, 2026**

**Page 5 of 6**

#### **18. Availability of structured data extracts (AP, payroll, procurement, banking)**

BREC expects to provide structured data extracts in standard formats (e.g., CSV, Excel) from its core systems for:

- Accounts payable and purchasing (vendor master file, invoice and payment history, purchase orders).
- Payroll (employee master file, pay history, timekeeping where available).
- General ledger (transaction-level detail and trial balance).
- Banking (check registers, ACH/wire files where available, and bank transaction reports).

The specific fields, formats, and periods will be coordinated with the selected firm and BREC's IT and Finance staff at project initiation.

#### **19. Completeness and centralization of historical data (2018–2025)**

Financial data for the period 2018–2025 is maintained within BREC's financial/ERP and related systems. While BREC expects the data to be substantially complete and centrally maintained, there may be limited instances where supporting documentation (e.g., older contracts or legacy records) resides in separate repositories or physical files.

The selected firm should anticipate some level of coordination with BREC staff to locate and digitize older or non-central records, as needed.

#### **20. Accounting/ERP systems and remote access**

BREC currently utilizes [name the primary system(s), e.g., "Tyler Munis / Infor / Oracle / other"] as its primary financial/ERP system, along with [briefly note any significant ancillary systems for payroll, grants, or procurement if applicable].

BREC anticipates providing secure remote access to relevant financial systems and data extracts for the selected firm, subject to BREC's information security policies, user access controls, and execution of any required confidentiality agreements.

#### **21. Secure remote access to systems and supporting data**

Yes. Secure remote access to systems and/or data repositories is anticipated for the selected firm.

Access will be configured on a least-privilege basis and may be supplemented with secure file transfer solutions for large data sets or sensitive files, consistent with BREC's cybersecurity requirements and Louisiana public entity data protection standards.

#### **22. Estimated number of interviews (employees, former employees, vendors)**

BREC anticipates that the selected firm may conduct on the order of:

- Current employees: approximately [D]–[E] interviews, focused primarily on Finance, Procurement, Internal Audit (if applicable), and selected operational departments.
- Former employees: a limited number of interviews, as warranted by the risk assessment and subject to availability and legal considerations.
- Vendors/third parties: a targeted set of interviews or confirmations with selected vendors or other third parties, as identified through forensic procedures.

The final number and composition of interviews will be refined collaboratively based on the firm's investigative plan and the results of preliminary analytics and walkthroughs.

#### **23. Expectations for presentations, testimony, or expert witness services**

BREC anticipates that the selected firm will, at a minimum, provide:

- Formal written reports summarizing scope, procedures performed, findings, and recommendations.
- One or more presentations of results to BREC leadership and/or the Commission in a public or executive session as requested.

Depending on the nature of any findings, BREC may request that the firm provide additional services such as:

- Attendance at Commission meetings and workshops to explain findings.
- Consultation with BREC's legal counsel, external auditors, and oversight bodies.
- Testimony or expert witness services in administrative, civil, or criminal proceedings.

If such services are anticipated, BREC prefers that firms identify in their proposals the availability, experience, and billing approach for testimony and expert witness engagements.

**At this time, all other terms, conditions and specifications shall remain the same.**

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's bid or otherwise acknowledged therein.

If you have already submitted your proposal and the addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to the proposal deadline in an envelope marked with the seal bid number, bid deadline date and time. If you have not submitted your proposal, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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(Name and Signature)

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(Date)

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(Company)

