![GRDA - Grand River Dam Authority logo]

Request for Information (RFI)

RFI-2024-002

Audit Management Software

May 14, 2024

Submit Responses To: Stephanie Waits
Phone: 918.960-2221
E-mail: stephanie.waits@grda.com

NOTE: If Respondent has any questions pertaining to the enclosed RFI, direct them to the Buyer as listed above. Only answers provided by the GRDA Central Purchasing Unit will be considered official and valid by GRDA.

NOTICES/INSTRUCTIONS

1.1   INTRODUCTION

This request is for information only to assist the Grand River Dam Authority in determining the best software solution for its Internal Audit Services function to plan and perform audit engagements as well as assist in the annual risk assessment process. Ideally, the best software solution for audit management could also be used for its Information Security Services function to track and implement information security, data privacy and IT compliance frameworks across the organization to build a compliant, risk-based culture.

1.2   PURPOSE

The purpose of this Request for Information (RFI) is to solicit technical and performance narratives along with suggested pricing information from vendors and identify additional supply or product resources.

1.3   REQUIREMENTS

Audit Management:

- Comprehensive platform for scheduling, planning, fieldwork, reporting and supervision (i.e., workpapers) Monitor audit plan progress
- Create and maintain a centralized audit universe with risks and controls
- Compatible with the Institute of Internal Auditor's *Global Internal Audit Standards* and COSO's *Internal Control – Integrated Framework*
- Configurable Audit Schedules
- Automated workflows
- Monitor status findings and action plans
- Automated follow-ups
- Create, send, and monitor status of document requests
- Flexible analytics with seamless integration with Microsoft D365 applications
- Automated KPI dashboards
- Maintains ISO 19011

Information Security:

- Comprehensive Framework Coverage
- Customization Flexibility: Ability to customize framework for specific organizational needs
- Integration: Capability to seamlessly integrate with existing IT infrastructure, applications, and security tools (SSO, Jira ticket integration, automated evidence collection, etc.)
- Risk Management Capabilities
- Compliance Management

1.4   CURRENT CIRCUMSTANCE/SITUATION

Internal Audit Services currently uses Word and Excel files to store and maintain evidence of procedures performed. For analytics, an Excel addon is used. Information Security Services

currently uses OneTrust Certification Automation (formerly known as Tugboat Logic).

1.5   **RESPONSE REQUIREMENTS**

Please keep your response to 10 pages or less. RFI responses should contain the following:

▪   Contact Information

> Please provide the following contact information:
> ·   Company Name
>   ·   Address
> ·   Name of the individual who will act as primary point of contact for inquiries.
> ·   Contact Person's Telephone Number
>   ·   Contact Person's Email Address

▪   Comments

Please provide your evaluative comments on the project description and requirements outlined in this document. Include any suggestions or advice regarding the design, implementation, management, technology, etc. of this issue. Detail what additional information or clarifications would be needed in order to prepare a comprehensive proposal in the future. Please include with your response your past work history and years of experience on projects of a similar scope.

▪   Approach

Based on the project information provided to date, briefly describe the approach you would recommend for this project and why.

▪   Pricing

Indicative pricing, or a rough estimate, only is requested for budgetary purposes.

PLEASE DO NOT PROVIDE A FORMAL QUOTE OR PROPOSAL FOR THIS RFI

▪   Site Visit

No site visit is required at this time.

1.6   **SUBMISSION OF INFORMATION**

Written responses must be submitted no later than June 28, 2024 at 5:00 PM CT.

Responses to this RFI must be submitted via email to Stephanie Waits @
stephanie.waits@grda.com

Preparation and submittal of a response shall be at the expense of the vendor and at no cost to GRDA.

Any questions pertaining to this RFI must be sent in writing to Stephanie Waits at **stephanie.waits@grda.com** by no later than June 14, 2024 at 5:00 PM CT. Only answers provided by the GRDA Central Purchasing Unit will be considered official and valid by GRDA.

1.7   **OUTCOME**

The Grand River Dam Authority does not guarantee any formal solicitation will be generated based on this RF