
REQUIREMENTS PURSUANT TO BLANKET PURCHASE AGREEMENT # ODT-6-A-0002
OFFICE OF THE FEDERAL DETENTION TRUSTEE
4601 N FAIRFAX DRIVE, SUITE 910
ARLINGTON, VA 22203

Requesters Name/Title: David F. Musel, Deputy Federal Detention Trustee
Aarlen Hunt, Chief, Budget, Finance & Forecasting

Request Date: June 1, 2006

Project Name: OFDT External Audit Corrective Team

Location: Washington, D.C. Metro Area

Background: With over \$1 billion in appropriated funding, most of which is dispersed through reimbursable agreements with the United States Marshals Service (USMS), the Office of the Federal Detention Trustee (OFDT) is, and remains, a primary target for the Department's annual Office, Boards & Divisions financial audit. The OFDT has established a Blanket Purchase Agreement (BPA) with Grant Thornton who is well versed in government financial transactions to observe the conduct of the financial audit and after findings are rendered, assist OFDT with corrective actions, including the development of proper controls, policies and procedures to eliminate negative financial audit findings. The assistance will be requested from Grant Thornton via several task orders.

Statement of Work: As soon as possible, contractor is to identify an initial assessment team consisting of at least a manager (level II) a supervisory auditor, and one senior auditor. If, after analyzing this task order, the contractor believes a different mix of labor categories, contractor is to contact OFDT to discuss the team labor category make-up. The manager is to contact Aarlen Hunt, OFDT's Chief of Budget, Finance & Forecasting, as soon as possible to set up an initial meeting to introduce the team members and discuss the approach during the upcoming external audit which will be conducted by Price-Waterhouse-Coopers, Inc. (PWC Audit). Thereafter, the team is to identify key OFDT personnel and financial documents, including PWC's audit findings of last year, interview the individuals and review the documents identified

and complete an initial assessment of OFDT's audit position prior to the PWC Audit entrance conference. The contractor is to develop a recommended course of action on providing assistance to OFDT during the conduct of the PWC Audit, including recommendations that can be implemented prior to the PWC Audit, and the level of effort expected during the course of the PWC Audit in order for OFDT to have a basis to prepare future task orders under this BPA.

It is expected that the identified team members will remain as part of the PWC Audit team. To expedite and facilitate this and future tasks, especially since the PWC Audit is expected to start during the month of June, the contractor is to assign personnel to this task who already possess a Department of Justice security clearance. If assigned personnel do not have a DOJ security clearance, the contractor and the assigned personnel are to work expeditiously with OFDT security personnel to process the required information to grant a DOJ security clearance as soon as possible.

Work to be completed

By:

No later than August 31, 2006.