



TO: ALL PLANHOLDERS OF RECORD

RE: RFP 25P-CL-221 BSA/AML Compliance Risk Audit Services

FROM: Airis Schweninger, Procurement Specialist

PAGE(S): 4, including this cover sheet

DATE: September 17, 2025

Transmitted herewith is an Addendum to the solicitation listed above. If the Addendum is **not** received in full, please contact the Procurement Office at (907) 793-3000. If all pages of the Addendum are received, please sign this sheet and email it back to CIHA's Procurement Department at Procurement@cookinlethousing.org.

Company's Name

Company's Representative

Date

RFP 25P-CL-221 BSA/AML Compliance Risk Audit Services Addendum #1

This document forms a part of and modifies the solicitation as noted below. Respondents must acknowledge receipt of this addendum. Failure to acknowledge receipt of this addendum may subject Respondent to disqualification.

PROJECT: BSA/AML Compliance Risk Audit Services

FOR: Cook Inlet Lending Center (CILC)

The following corrections, clarifications, additions, and/or deletions to the RFP 25P-CL-221 are hereby made a part of said documents. All other terms and conditions remain the same.

This Addendum Shall:

1. Answer questions received by the due date September 17, 2025, 4:00pm

1	Has CILC had a previous independent AML audit?	Yes. CILC's last independent AML/BSA audit was completed in October 2018.
2	Does the Firm have an AML Program Manual (policies and procedures) in place?	CILC has an BSA/AML Policy in place. CILC has recently prepared a new draft AML/BSA policy that is more tailored to our size and risk profile that we would like reviewed.
3	Approximately how many loans does CILC close in a 12-month period?	For calendar year 2024, CILC originated 22 Down Payment Assistance (DPA) loans and 30 business loans and brokered 22 mortgage loans. As of August 2025, CILC originated 25 DPA loans and 6 business loans, and brokered 19 mortgage loans.
4	Approximately how many employees are required to complete regular AML training?	CILC has 15 employees that are required to complete regular AML training.
5	Our audits normally cover a 12-month period. That could be 2024 calendar year, November 1,2024 through October 31,2025, or some other time period. Is CILC looking for an audit spanning 12 months or a longer time period?	We are looking for an audit spanning 12 months.
6	Regarding the Indemnity and Insurance Requirements, and the Sample Contract, are the terms and conditions negotiable? If yes, how	Yes. The indemnity, insurance requirements, and sample contract terms are negotiable. Proposers may

	should we communicate those items (ex: attachment to the proposal?)	communicate requested revisions as an attachment to their proposal.
7	As the RFP does not specify the anticipated award date, period of performance and contract term, can you provide the estimated dates?	The anticipated award date is 10/10/2025. The period of performance is expected to be 6-10 weeks from the award date and the contract term will be 12 months.
8	Can the work be performed remotely?	Yes, the audit may be performed remotely.
9	Does CILC/CIHA have an established budget for the work?	This is an audit for CILC exclusively and CILC has an estimated budget of \$10K-\$15K.
10	Are there prior audits of the BSA/AML program and if yes, are the audit reports available?	Yes. Our most recent independent BSA/AML audit was completed in October 2018, and the report will be made available to the selected auditor.
11	On page 5 of the RFP under Qualifications and Requirements, bullet 4, it mentions requiring experience in conducting fair lending/nondiscrimination analysis in compliance requirements. In our current BSA/AML Assessments, we do not test anything like this, and we believe that having this experience does not seem applicable. Can you explain why this would be needed for the BSA/AML Assessment?	We are excluding this from the Qualifications and Requirements.
12	Besides the requirements listed in the RFP, are there specific Certifications that are required by your organization?	No specific certifications are required. However, if you have any relevant certifications please advise in your proposal.
13	What is the scope period for the audit? Will it be activity in 2025 or some other timeframe?	The scope of the audit will cover activity for the most recent 12 months preceding the engagement.
14	How many SARs were filed during the scope period? This will help us determine sample sizes and cost estimates.	No SARs were filed during the scope period.
15	How many instances of potential suspicious activity were identified during the scope period, where the ultimate decision was made that a SAR was not warranted?	There were no instances of potential suspicious activity during the scope period that resulted in a decision not to file a SAR.
16	We understand that the BSA/AML risk assessment will be evaluated as part of the engagement, but for scoping purposes, what, if any, areas of high risk have been identified during the risk assessment?	Our risk assessment did not identify any areas where residual risk remains High. While geographic risk is inherently higher given that several Alaska jurisdictions are HIDTA-designated, we assess residual geographic risk as Low to Moderate due to strong mitigating controls.
17	Are there any related regulatory issues or prior exam/audit issues that would be helpful for us to be aware of?	Our last independent BSA/AML audit was conducted in October 2018. That audit identified a few areas for

		improvement. We have developed a draft policy to address those findings and intend for the upcoming audit to include a review of this updated policy.
18	Is there an Incumbent provider?	We do not have an incumbent provider. Our last independent BSA/AML audit was conducted in October 2018 by CrossCheck Compliance.
19	Is any history available?	Our most recent audit in 2018 identified a few areas for improvement. We have since developed a draft policy to address those findings and intend for the upcoming audit to include a review of this updated policy. Since that time, we have also expanded our lending services to include business lending and consumer lending.
20	Is there an estimated contract value?	Yes. CILC has an estimated budget of \$10,000-\$15,000 for this engagement.