



## ADDENDUM NO. 2

Date: October 2, 2020

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist  
Village of Palmetto Bay  
9705 E Hibiscus Street  
Palmetto Bay, Florida 33157

Re: Request for Proposal RFP No. 1920-06-017  
Auditing Services for the Village of Palmetto Bay

This Addendum forms part of the Request for Proposal (RFP) Package advertised on September 9<sup>th</sup>, 2020 and with a bid opening date of October 7<sup>th</sup>, 2020, with any amendments and/or additions noted below.

### 1. Question:

Can the reference forms be e-signed?

**Response – Yes**

### 2. Question:

RFP page 36 – under “Nature of Services provided”, the Citizen Independent Transportation Trust (CITT) is not mentioned anywhere in the RFP or scope of services. Please clarify what services are to be provided to this trust.

**Response – Village: The CITT use to require a report stating their fund were used appropriately, this is now usually covered as a part of the regular audit.**

### 3. Question:

BBC is listed on the scope of services but then is broken down as optional services as needed. Please clarify if this is optional services or should be included in Attachment A on the proposal.

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**Response – Village: This is an optional service. We currently are receiving funds from the BBC and will require reports for FY2020 and FY2021**

**4. Question:**

Can we get a copy of the BBC GOB audit report and when they expect that to be completed by?

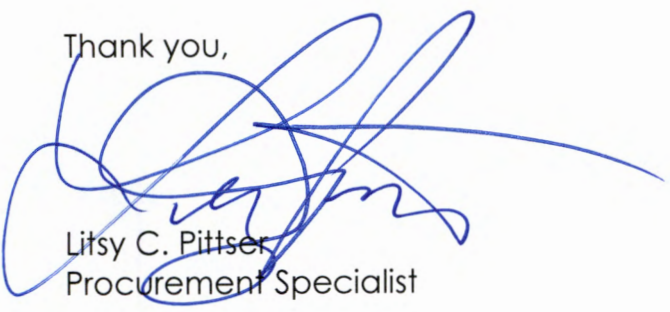
**Response – Village: Report is presented as a separate .pdf file along with this Addendum.**

**5. Question:**

Is the Review of Internal Controls fee included on the Audit Fee?

**Response – Village: No, that was a special assignment.**

Thank you,

A handwritten signature in blue ink, appearing to read 'Litsy C. Pittser', is written over the typed name and title.

Litsy C. Pittser  
Procurement Specialist

# ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 2

Amendment of RFP No: 1920-06-017

Title: Auditing Services for the Village of Palmetto Bay

Name of Contractor\_\_\_\_\_

Date Addendum Received\_\_\_\_\_

Total Pages of Addendum including Acknowledgement 3

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all bids. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.**