



ADDENDUM NO. 1

Date: September 21, 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 9th, 2020 and with a bid opening date of October 7th, 2020, with any amendments and/or additions noted below.

1. Question:

Who are the members of the auditor evaluation committee?

Response – Village: David Singer, Chad Burkhalter, Brain Raducci, Matilde Menendez and Maria Arteaga

2. Question:

What was the audit fee paid for the fiscal year ended September 30, 2019 financial audit?

Response – Village: \$ 50,000.00

3. Question:

Does the Village expect to be subject to a Federal Single Audit during 2020 or in the upcoming years?

Response – Village: Yes.

4. Question:

Does the Village expect to be subject to State Single Audit during 2020 or in the upcoming years?

Response – Village: Yes.

5. Question:

On page 47 of 80 of the RFP, Reference Letter, what does "Number of RFIO's submitted by the Company" mean?

Response – Village: This question should be answered as N/A or Not Applicable.

6. Question:

What are the audit fees for each of the last three fiscal years?

Response – Village: (2017 - \$ 30,000.00) (2018 - \$ 35,800.00) (2019 - \$ 50,000.00 under new Auditor)

7. Question:

Are the current auditors allowed to respond to the RFP?

Response – Village: Yes.

8. Question:

How long has the current auditor been performing this audit?

Response – Village: One Year.

9. Question:

In fiscal year 2019, were there any additional services provided by the current auditors? If so, what were they and what were the fees?

Response – Village: Review of Internal Controls \$ 25,000.00

10. Question:

Are there any points awarded in the Evaluation Criteria for any of the following: Local Business Preference, and if so, what areas? MWBE or SBE Certification and if so, what certification does the Village accept?

Response – Village: Although it is encouraged based on the RFP, there is no points nor extra points in the evaluation process.

11. Question:

Are there any material current events that will affect the Village during the 09/30/2020 fiscal year (lawsuits, debt issuances, changing software, new programs, loss/gain, or major funding source...)?

Response – Village: The impact on Covid-19.

Thank you,

A handwritten signature in blue ink, appearing to read 'Litsy C. Pittser', with a long horizontal flourish extending to the right.

Litsy C. Pittser
Procurement Specialist

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

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 4

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.