



Solicitation Number: 2023.008

Addendum Date: February 08, 2023

Closing Date: February 16, 2023 @ 11:00 a.m. Eastern Time

Total Page(s): 3

Questions/Answers:

Question #1: What were the prior year audit fees?

Answer #1: \$25,400.00

Question #2: What is the level of effort/hours that the incumbent has provided for the previous years audits?

Answer #2: We do not receive a detail of hours spent on our annual audit. In the past few years, our auditors have been able to manage our audit remotely. We provide our workpapers and responses to items needs through a secure portal. Since the auditors were not physically onsite, it is hard to detail the hours or level of effort. The timeline of our audit is as follows:

- May – June: Preliminary work (usually 3-4 days)
- September – field work (starts the 2nd or 3rd week of September and lasts 7-9 days)
- October – draft of ACFR reviewed with management (process takes about 2 weeks to produce final report)
- November – final ACFR presented to the Board

Question #3: Is the incumbent allowed to bid?

Answer #3: Yes.

Question #4: Are there any improvements you would like to see in the audit process?

Answer #4: No.

Jayne Burritt, Administrator/CEO

Board of Directors

Chuck Severance, Chair

Steve Maddox, Vice Chair

Hubert Smith, Secretary

Shane Jackson, Treasurer

Heather Anderson

Daniel Brown

Jon Clark

Scott Davis

Rob Glass

Jason Legg

Ann Marie Tugwell

Question #5: Are there any significant changes in operations in the current year vs. the prior year including changes in policies and procedures, personnel, or the reporting entity?

Answer #5: No

Question #6: Please comment and/or provide journal entries proposed by the auditors in the prior year.

Answer #6: None

Question #7: Please comment and/or provide a listing of findings or comments made by the auditor to the governing body. Are copies of all auditor submitted documents for the prior year available for review (i.e. management letter, governance communication)?

Answer #7: None

Question #8: Any items in management letters that have been subsequently addressed?

Answer #8: None

Question #9: Are you satisfied with the current auditor's (a) timeliness (b) pro-activeness (c) involvement outside of the audit process and (d) value they provide to your organization?

Answer #9: Yes

Question #10: Has there been any disagreement with the current auditor firm? If yes, please provide some background on the issue.

Answer #10: No

Question #11: Has there been any untimely (not retirement related) resignations of management level employees.

Answer #11: No

Question #12: Has the PBA investigated a fraud in the last two years?

Answer #12: No

Question #13: What are the two most significant issues facing the PBA in the next two years?

Answer #13: Keeping up with the growth of adding new properties. Hiring and retaining employees.

Question #14: Describe any relationships with third party service providers used by the entity that may have an impact on the accounting or financial reporting of the entity (i.e. ADP, Paychex, etc.).

Answer #14: N/A

Question #15: Are there any improvements you would like to see in the audit process?

Answer #15: No

Question #16: Are there any significant changes in operations in the current year vs. the prior year including change in policies and procedures, personnel, or the reporting entity?

Answer #16: No

Question #17: In the previous three fiscal years, have there been any additional billings/change orders related to the audits in excess of the fixed base fees? If so, to what extent and for what reason(s)?

Answer #17: No

Question #18: Will the PBA accept an electronic signature on the proposal forms and documents, or are wet signature required?

Answer #18: A wet signature is required on the proposal forms and documents.

End of Addendum #1.

Addendum must be acknowledged in Tab III of the submittal.



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Public Building Authority