



ADDENDUM

SOLICITATION NO.: RFP 2019-14 External Audit Services

ADDENDUM NO. 1

DATE: 05/10/2019

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. *Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their Bid documents.*

DEADLINE FOR PROPOSALS:

The deadlines for proposals have been changed:

| | <u>Previous Date</u> | <u>New Date</u> |
|---------------------------------------|----------------------|-----------------|
| Last Day for Questions/Clarification: | 05/15/2019 | 06/12/2019 |
| Last Day for Addendum to be Posted: | 05/17/2019 | 06/14/2019 |
| Proposal Submission Deadline: | 05/21/2019 | 06/25/2019 |

All proposals are due by the new opening date at 2:00 PM.

SPECIFICATION CHANGES/CORRECTIONS:

Addition to Section 5.3.3. Technical Proposal, b) Firm Qualifications and Experience (20 points)

(6) **Minority Participation:**

- i. **Disadvantaged Business Enterprises (DBE) participation.** Proposers are advised that the City promotes equal employment opportunity (EEO) and encourages the participation of minority and women business enterprises (M/WBE) as well as small business enterprises (SBE) in all aspects of contracting. Joint venturing at the prime and sub-consultant levels is encouraged where the joint venture results in a more qualified and/or more diverse proposer.
- ii. **The City will accept certifications from offerors, including their subcontractors identified in their response, as defined and certified by the Florida Department of Management, Office of Supplier Diversity or other certifying organizations or jurisdictions in accordance with Section 287.0943 (1) and (2) Florida Statutes.**

Drawing Changes:

N/A

Questions/Clarifications and Answers:

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *Could you please provide the previous year fee?*
The FY 2018 fee was \$32,800. Although it was not necessary, the single audit fee for FY 2018 was \$4,500.
2. *What were the audit fees paid for FY 2018 and FY 2017? And did those include any additional services requested by the City?*
The FY 2018 audit fee was \$32,800 and it was \$31,300 for FY 2017. No additional services were requested by the City. No single audits were performed, but the fee was \$4,500 in each year if one was conducted.
3. *Who will serve on the auditor selection committee?*
This has not been determined as of now.
4. *We noted based on our review of the FY 2018 CAFR that the City was not subject to a federal or a Florida Single Audit. What is the expectation for FY 2019? To be subject to a federal and/or a Florida Single Audit?*
The expectation for FY 2019 is that we might be subject to a federal single audit related to FEMA.
5. *What were the audit fees for each of the last three fiscal years?*
Please see the response to question number 2 above for the audit fees for FY2018 and FY2017. The audit fee for FY2016 was \$29,900.
6. *Were there any additional fees related to the performance of the annual audit during the past three years?*
There were no additional services provided during the audits of FY 2016, FY 2017 or FY 2018.
7. *Will the current vendor/external audit firm be allowed to respond to the RFP?*
Yes. The incumbent vendor is allowed to respond to the RFP.
8. *How long has the current vendor/external auditor been performing these services?*
The current audit firm was used for the last five (5) audits.

9. *In the last fiscal year audited, were there any additional services provided by the current auditors? If so, what were they and what were the fees?*

Please see the response to question number 2 above.

10. *Are there any points awarded in the Evaluation Criteria for any of the following: Local business preference (and if so, in what areas), MWBE or SBE certification (and if so, what certifications does the City accept)?*

Please refer to page 11, Section 2.23 LOCAL PREFERENCE of the bid document for local preference requirements.

Section 5.3.3. Technical Proposal has been updated to include Minority Participation in subsection b) Firm Qualifications and Experience.

11. *Who will be the members of the selection committee?*

Please see the response to question number 3 above.

NAME OF COMPANY: _____