



## **ADDENDUM**

**SOLICITATION NO.:** RFP 2019-14 External Audit Services

**ADDENDUM NO.** 2

**DATE:** 06/06/2019

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.***

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### **DEADLINE FOR PROPOSALS:**

**Reminder - All proposals are due by the new opening date: June 25, 2019 at 2:00 PM.**

### **SPECIFICATION CHANGES/CORRECTIONS:**

N/A

### **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. Who, specifically, will make up the selection committee?*  
**The Evaluation Committee will consist of the Chris Johnson, City of Parkland Finance Director, and Parkland residents Adam Kowalski and Stephen Good.**
- 2. Can the current audit firm participate in this RFP process?*  
**Please see Addendum 1, question number 7.**

3. *For the last 3 annual audits what months and how many weeks were the auditors in the field for preliminary and for final fieldwork?*

**Interim work varied between August and October for about a week. The fieldwork was usually done between December and January for two to three weeks.**

*How many auditors participated in the interim and year-end procedures?*

**One to three auditors were onsite for each, but it varied.**

4. *What were the auditor's total hours?*

**The total hours of the auditors is unknown.**

5. *How much were the audit fees for each year of the last contract period, or, at a minimum, for the last 3 years?*

**Please refer to Addendum 1, questions number 2 and 5.**

6. *What is the budget for the 2019 fiscal year-end audit?*

**The budget for the 2019 fiscal year-end audit is unknown at this time. We are compiling all upcoming budgets at this time.**

7. *What services other than the fiscal year financial statement and compliance audit were requested of the auditors and what fees were paid for such services for the last 3 years?*

**There were no additional services requested of the auditors other than the fiscal year financial and compliance audit.**

8. *Has a federal and/or state single audit completed for the last 3 fiscal year audits? If yes, 1) how many major programs and major projects were tested and 2) were there any findings and can a copy of the latest report be provided?*

**No. There has not been a federal and/or state single audit completed over the last three fiscal year audits.**

9. *Does the organization expect changes in federal, state or local funding that will impact reporting requirements?*

**No. The City does not expect changes in federal, state or local funding that will impact the reporting requirements.**

10. *Does the organization anticipate needing a federal and/or state single audit for the fiscal year 2019?*

**The City anticipates possibly needing a federal and/or state single audit for fiscal year 2019.**

11. *Was there a compliance report and/or management letter issued with observations and management comments with recommendations for the last 3 fiscal year audits? If yes can a copy of the latest report be provided? (None were found on your website.)*

**The City has not received any management letter comments in the last three (3) years.**

12. Please provide a copy of the auditor's last contract and engagement letter.

**Please see the attached copy of the current Auditor's contract and engagement letter.**

13. Has there been a change in finance/accounting department key personnel in the last two years?

**Yes. The City has had Finance / Accounting personnel changes.**

14. Has anything significant happened in the current year, which is different from prior years?

**No. There have been no significant events this fiscal year.**

15. Is something significant expected and/or budgeted to occur in the current year, or soon thereafter, of which a potential auditor should be aware?

**No. There are no significant events expected.**

16. Can electronic or digital signatures be used for the transmittal letter and/or required forms?

**No. Please refer to the proposal document, Page 6, Section 2 Standard Terms and General Conditions, 2.1. Submission and Receipt of Proposals.**

17. In Section 5.3.3. Technical Proposal, it mentions "the City encourages the participation of minority and women business enterprises (M/WBE)". Is being a M/WBE a minimum requirement for responding to this proposal?

**No. Being a M/WBE certified firm is not a minimum requirement for responding to this proposal.**

NAME OF COMPANY: \_\_\_\_\_