



ADDENDUM # 1 RFP # 2018-64 Financial Audit Services

This addendum is being issued to announce, revise, clarify and address questions or certain issues that have occurred since the solicitation was originally issued. All contents of this addendum shall be incorporated into the solicitation documents and the ensuing contract with the awarded Firm. It is the Firm's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid response. Acknowledgement may be confirmed by inclusion of a signed copy of this addendum with the initial RFP response. Failure of a Firm to acknowledge each addendum may prevent the bid from being considered for award and deem the Consultant as non-responsive. Addendum, revised forms and documents attached hereto shall not be altered and attached to bid submittals in their original format.

No further questions or request for clarifications, submitted by potential Firms for this solicitation are being accepted.

Questions and Answers:

Question 1 - "What is acceptable timing to do interim work before year end if interim work is considered necessary?"

Answer 1 - July, August or June; our preferences indicated in order.

Question 2 - "When is the general ledger closed and year-end adjustments made such that you are ready for the auditors to start the final year end work?"

Answer 2 - This is addressed within the RFP's Section 5(b) "Scope of Audit".

Question 3 - "How many adjustments were proposed by the auditors in the prior year?"

Answer 3 - This is addressed within Exhibit A, attached to the RFP documents.

Question 4 - "What was the prior year audit fee?"

Answer 4 - This is addressed within Exhibit A, attached to the RFP Documents.

Question 5 - "What responsibility does the Town take in preparing the MD&A, the notes and the financial statements?"

Answer 5 - While the Town prepares the MD&A and the schedules for the notes, our previous Audit firm prepared our financial statements. Please provide pricing for preparing the statements and without.

Question 6 - "Are there any significant changes from the prior year that would have an impact on our proposal? "

Answer 6 - No.

Question 7 - "Do you expect any significant changes in Federal and State funding?"

Answer 7 - No, the last year we qualified for a single audit was FY2016. The Town does intend to apply for \$1.9m in grants over the next two years for capital projects.

Question 8 - "Is there anything in particular that the Town was not happy with regarding the prior auditors' performance?"

Answer 8 - No.

Question 9 - "What financial software does the Town use?"

Answer 9 - This is addressed in Section 2 (General Background Information) of the RFP document.

Question 10 - "Have the findings and recommendations (if any) from the prior year been resolved?"

Answer 10 - This is addressed in Exhibit A of the RFP document.

Question 11 - "Can we please receive a copy of the prior year management letter or report to those charged with governance?"

Answer 11 - <https://www.townofbluffton.sc.gov/pdgs/cafr-2017.pdf>

All prospective Respondents are reminded and hereby instructed not to contact any member of the Town of Bluffton Council, Town Manager or Town of Bluffton staff members, other than the noted contact person OR the Town's Purchasing Administrator regarding this RFP or their response at any time during the solicitation and award process. Any such contact shall be cause for rejection of your submittal.

**ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED
RECEIPT OF THIS ADDENDMU IS HEREBY ACKNOWLEDGED**

NAME OF BUSINESS

BY: _____
SIGNATURE

NAME AND TITLE