



Oconee County Board of Commissioners

Addendum 1

DATE: May 29, 2020
TO: All Prospective Bidders/Offerors
FROM: Finance Director
RE: Addendum 1 RFP# 20-05-018 Audit Services

The following items shall take precedence over the specifications for the above named project and shall become a part of the contract documents.

Where any item called for in the specifications is supplemented hereby, the original requirements shall remain in effect.

Where any original item is amended, voided, or superseded hereby the provisions of such item not specifically amended, voided, or superseded shall remain in effect.

The following changes are to be incorporated into the solicitation documents dated **May 15, 2020**. All those receiving this addendum should modify their documents to show the below described changes.

1. Non-Mandatory Pre-Proposal Meeting Minutes
2. Non-Mandatory Pre-Proposal Meeting Questions and Answers
3. Non-Mandatory Pre-Proposal Meeting Sign In Roster

All questions shall be directed to the Owner Contact, Jessica Ellis, Procurement Officer, Email: ocbids@oconee.ga.us . Deadline for sealed proposals is **June 11, 2020 at 2:00 PM EST**. Proposals will be received at the Oconee County Finance Department, 23 N. Main St. Suite 203, Watkinsville, GA 30677. At that date and time, the proposals will be opened in Suite 205 and the names of the Bidders will be announced / recorded.

Item #1 - Non-Mandatory Pre-Proposal Meeting Minutes

- A. Jessica Ellis opened the meeting. Listed below are notes from the meeting and additional procurement procedures.
1. The meeting was held in the Board of Commissioners Chambers of the Oconee County Courthouse. The meeting began at approximately 2:00 PM EST and ended at

approximately 2:30 PM EST. The bid number, description and timeline were announced. County representatives included Jessica Ellis, Procurement Officer, Melissa Braswell, Assistant Finance Director, and Wes Geddings, Finance Director.

2. Non-Mandatory Pre-Proposal Meeting – meaning that attendance at the meeting was not mandatory and is not a requirement for submitting a proposal for this solicitation.
3. All questions shall be directed to Jessica Ellis, Procurement Officer, and will be answered via email to the Bidder. Those questions/answers will also be put in the form of an addendum and posted to the County's website. Jessica Ellis is the Bidder's contact throughout the solicitation process. His email is ocbids@oconee.ga.us.
4. The deadline for questions is May 29, 2020 at 5:00 PM EST.
5. The deadline for sealed proposals is June 11, 2020 at 2:00 PM EST. The bid opening will then follow where all submitted proposals will be publicly opened and the respondent's names announced.

Item #2 Non-Mandatory Pre-Proposal Meeting Questions and Answers

The following are questions/answers from the Non-Mandatory pre-proposal meeting.

Q1- Do the County's auditors audit the IDA and the Health Department or are they separate?

A1- The County's auditors audit the IDA in order to present the IDA as a blended component unit on the County's financials. The auditors do not issue complete financial statements solely for the IDA. The County Finance Department can provide trial balance and supporting documentation needed for the IDA's audit and financial reporting.

Q2- Would the County's auditors audit the Health Department as well?

A2- The Health Department submits their own financials and we use what's provided.

Q3 – Does the price of a single audit need to be included or do you not anticipate one for this year?

A3- Yes it should be included in the cost. A single audit is anticipated for FY20.

Q4 – Is the current firm allowed to propose?

A4 – Yes.

Q5- Does Oconee County give preferential to local firms?

A5- Yes, Oconee County participates in a Local Business Initiative. With any contract or agreement under \$100,000, if a local firm is within 7% of the lowest overall proposal supplied by a non-local firm, the County is authorized to negotiate with the local firm to match the lowest proposal, including all other terms and quality and conditions of the proposal, and be awarded the contract. In the event there are more than one local firms within 7% of the lowest overall proposal of a non-local firm, the local firm with the lowest proposal of the local firms will be given the opportunity to match the lowest overall proposal.

Q6 – Does the current firm meet the local requirement or are they outside of it?

A6- They are outside of the local requirement.

Q7- How many audit adjustments do you normally have through the audit process?

A7 – Less than 10 entries. This includes client requested entries.

Q8- When does field work typically begin?

A8 – Mid-October.

Q9 – Do you anticipate the current (Covid-19) situation to cause any delays?

A9 – We hope to keep our current timetable.

Q10 – Are you open to a remote auditing process?

A10 – Yes. Auditors can be given access to our system and documents can be transmitted through a secure portal.

Q11 – What role does the Finance Department play in the accounting for the Water Department?

A11 - The Water Resources Department's payroll is processed in Finance. Limited Water Resources AP is processed in Finance. As mentioned in the RFP, assisting this department with closing entries will be a task for the auditor.

Q12 – Does the Finance Department centrally deal with the accounting or provide information to the auditors for elected officials?

A12- Finance processes cash receipting (and thus accounts receivable and revenues) for elected officials. Expenditure payments are also processed in Finance. Finance receives a list from the auditors of what is required from each elected official. The documents are collected in Finance and provided to the auditors once compiled.

Q13- GASB has announced a 12 month delay on new standards. If allowed, do you plan to early implement for June 30, 2020?

A13 - No. We plan to implement on time.



Non-Mandatory Pre-Proposal Meeting Sign-In Roster

Requesting Department: Finance

RFP Number: #20-05-018

Date/Time: May 26, 2020; 2:00 PM

Description: Audit Services

PLEASE PRINT INFORMATION & ATTACH A BUSINESS CARD		
COMPANY REPRESENTATIVE	COMPANY NAME & ADDRESS	PHONE/EMAIL
Adam Fraley	Mauldin & Jenkins 200 Galleria Parkway Suite 1700 Atlanta, Georgia 30339	(678) 742-6771
David Irwin	Mauldin & Jenkins 200 Galleria Parkway Suite 1700 Atlanta, Georgia 30339	(678) 742-6771
Melissa Braswell	Oconee County Finance Dept. 23 N Main Street Watkinsville, Georgia 30677	(706) 769-2944
Jessica Ellis	Oconee County Finance Dept. 23 N Main Street Watkinsville, Georgia 30677	(706) 769-2944
Wes Geddings	Oconee County Finance Dept. 23 N Main Street Watkinsville, Georgia 30677	(706) 769-2944

(END OF ADDENDUM 1)

Please note addendum 1 on the addenda acknowledgement form located in the RFP package.