

January 19, 2022

TO: All Prospective Proposers

FROM: Kim Albritton
Director Financial Operations

RE: RFP 22-18 Auditing Services for Internal Accounts

ADDENDUM 1 TO RFP 22-18

This addendum is issued as a part of the aforementioned RFP. The changes incorporated herein are an amendment to and supersede those conditions shown in the original solicitation. The Proposer shall acknowledge receipt of this addendum by signing this form and returning with their submittal. Failure to do so may subject Proposer to disqualification.

Q1. The term is 2 years plus a 3-year extension period but the form on page 36 looks to be for one year plus 3 annual extensions. Should we add a line item for the second year of the base period, or should we have a complete table added for the detail by school for the second year of the base period?

A1. On Attachment J, the assumption is the first two years the price will be the same between years 1-2. The total cost should be a total for one year only. If proposers would like to add a different price for year 2 of the initial two years, you may add another chart or columns to present the pricing. Pricing per school (multiple by the number of schools) shall be the default price if any calculation errors are submitted.

Q2. RFP 22-18 specify indemnity requirements. Please note that the attached requirements of the American Institute of Certified Public Accountants prohibit indemnity for costs incurred, either directly or indirectly, resulting from client acts. Accordingly, we request that Section 6 indemnity requirements be modified to be subject to limitations provided by the attached AICPA independence requirement.

A2. The District's Attorney reviewed this request, the language in the RFP will stay as written. Firms that would like to submit exceptions to the terms and conditions may do so with their RFP response, please see Section 40.3.

Q3. Section 9 provides that the RFP constitutes the entirety of the agreement for services, and that a separate contract may not be issued. Section 10 provides that the District reserves the right to modify provisions for various reasons noted. As required by auditing standards, a separate contract with required language must be provided to be in accordance with AICPA standards and those of Government Auditing Standards, so we would request the District to allow a separate contract to address such matters, as has been prior practice and as permitted by Section 10.

A3. Correct, as required, the District will have a separate letter of engagement as requested above. However, all the terms and conditions of the RFP are still applicable.

Q4. For the proposal submission, should each component – such as the Required Response Form, the Executive Summary, etc. – be submitted through Bonfire as a separate document? Or should all components be combined into one file before being uploaded?

A4. Bonfire has groups for each set of requested information. Please upload the requested documents into the labeled group. Within the group, you may submit with one document or multiple documents, the system will allow both.

Q5. Evaluation Factor 1(f) – References. Is the District requesting at least three (3) letters of reference in addition to Attachment I or can Attachment I submissions be provided in lieu of letters of reference?

A5. We are requesting three references; you can submit either Attachment I or reference letters (or both).

Q6. Who are the members of the Evaluation Committee?

A6. The committee is setup following Florida Statute 218.391. The Board approved the committee at the October 12, 2021 meeting, please reference the meeting minutes.

Q7. Does the district have a preference as to whether the auditing procedures for the individual schools are performed on-site at the respective schools or remotely?

A7. The District prefers a combination of the two, as a fully remote audit is not ideal.

Q8. What have the audit fees been for each of the last 3 fiscal years?

A8. \$39,200/\$38,070/\$39,350

****** RFP DUE DATE IS FEBRUARY 2, 2022, 3:00 P.M... ****.**

Name (Please Print)

Company Name

Signature (Authorized Representative of Company)

Date

Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes. (Note: Florida Statutes 120.57(3) and School Board Policy 7.701 contain entire procedure for filing).