St. Lucie Public Schools

SUPERINTENDENT

E. Wayne Gent

Purchasing Department
9461 Brandywine Lane
Port St Lucie, FL 34986
Voice – (772) 429-3980

January 19, 2022

TO: All Prospective Proposers

FROM: Kim Albritton
Director Financial Operations

RE: RFP 22-17 External Independent Auditing Services

ADDENDUM 1 TO RFP 22-17

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. What were the audit fees for each of the last three fiscal years?

A1. $114,000/$112,000/$114,000, respectively.

Q2. Are the current auditors allowed to respond to the RFP?

A2. Yes

Q3. Does the current auditor prepare the ACFR?

A3. The auditor does not prepare the financial statements and our district does not prepare a CAFR we are only required to prepare the AFR.

Q4. How long has the current auditor been performing this audit?

A4. Since fiscal year end 2017.

Q5. For your most recent audit, were there any additional services provided by the current auditors? If so, what were they and what were the fees?

A5. No

Q6. 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 District accept?

A6. No

Q7. Does the District expect to meet the requirements for a Federal Single Audit?

A7. Yes, as we typically always meet the requirements for a Federal Single Audit to be performed.

Q8. Does the District expect to meet the requirements for a Florida Single Audit?

A8. No

Q9. Are there any material current events that will affect the District during the first fiscal year of the contract (lawsuits, debt issuances, changing software, new programs, loss/gain of major funding source…)?

A9. At this time, we are not aware of any material current events that will affect the district during the first year of the contract.

Q10. Who will be the members of the audit selection committee?

A10. 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.

Q11. As this is an electronic submittal, would electronic signatures be accepted on the forms?

A11. Yes

Q12. RFP 22-17 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.

A12. 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.

Q13. 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?

A13. 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.

Q14. 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?

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Each Child, Every Day

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A14. We are requesting three references; you can submit either Attachment I or reference letters (or both).

Q15. Who are the members of the Evaluation Committee?

A15. See A10.

Q16. Attachment J – Proposal Quotation Form. Please confirm the pricing for each of the five (5) years should include Federal and state Single Audit services.

A16. Federal only.

Q17. Please provide the audit fees paid for fiscal years ended June 30, 2020 and June 30, 2019. Were any fees paid for additional services? If so, please describe the scope and fees paid for additional services

A17. See A1.

Q18. Did the current auditor provide Continuing Education to the District in the years that were audited by the Auditor General?

A18. We had access to sign up for various webinars and receive their newsletter. Some education occurred on an individual basis.

Q19. Were the Continuing Education services provided in person or via webinars?

A19. Webinars, emails, newsletters or personal

Q20. Did the current auditor charge a separate fee for Continuing Education services? If so, please provide the amount of those fees for the past two (2) fiscal years.

A20. No.

****** 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).