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**SUPERINTENDENT**

Dr. Jon R. Prince  
9461 Brandywine Lane  
Port St. Lucie, FL 34986  
772.429.3600  
www.stlucieschools.org



October 23, 2025

TO: All Prospective Proposers  
FROM: Kim Albritton  
Director Financial Operations  
RE: RFP 26-02

**ADDENDUM 1 TO RFP 26-02**

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. Does the district leverage a Governance, Risk, and Compliance (GRC)? If so, which system?**

**A1.** We do practice Governance, Risk and Compliance strategies, however we do not use a software program to accomplish this. The following are some of the GRC strategies used: internal processes, checks and balances, review/approval governance, and separation of duties.

**Q2. What is the established budget for this project?**

**A2.** The estimated budget is \$50 - \$100K annually.

**Q3. Does the District have any expectations regarding the number of audits to be completed annually?**

**A3.** The district does not have any expectations other than what is necessary to comply with the statutory requirements and the scope of work.

**Q4. Please confirm that the portal upload section under Step 1 entitled, "Documentation to Meet Minimum Qualifications (Section 1.3)" refers to "Section 1.2 Minimum Qualifications" (RFP page 5 /40) as there does not appear to be a Section 1.3 within the RFP.**

**A4.** Section 1.3 is a typo. Bonfire has been updated to reflect 1.2 as listed in the RFP document.

**\*\*\*\* RFP DUE DATE IS NOVEMBER 4, 2025, 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 6326 contain entire procedure for filing).

