

May 7, 2024

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 24-402, Annual Financial Auditing Services

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: questions and answers

Ken Brush

Procurement Contracts Manager

Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 24-402, Annual Financial Auditing Services

Addendum #1(Continued)

Question 1: Would the County be willing to accept a rating of A- for Insurance Requirements?

Answer 1: No. The selected Consultant, if any, shall maintain, at all times, in force during the contract period the insurance as specified with an insurer licensed to do business in the State of Florida; rated "A VIII" or better by A.M. Best Rating Company for Class VIII financial size category.

Question 2: The Tax Collector is only mentioned twice in the RFP. Should the Proposals include auditing the Tax Collector's financial statements?

Answer 2: Yes.

Question 3: On page 11 – Tab 2 it states that we should provide "Copies/evidence that they have received 80 hours of continuing education during their last CPA license renewal period." Would a listing of all the CPE courses attended during the last renewal period and hours of each course be sufficient?

Answer 3: Copies of the Florida CPA licenses would be sufficient evidence.

Question 4: On the bottom of page 11 of the RFP, continued on page 12, it states that we must "Provide a minimum of two (2) and maximum of five (5) engagements that demonstrates your firm's experience with similar size Florida governmental agencies... For each engagement identified please include (2 pages for each engagement...)." Is the "2 pages for each engagement" a minimum requirement or maximum requirement?

Answer 4: This would be the maximum number of pages required. They can be either single or double sided.

Question 5: What were the audit fees paid for the audits of the County's financial statements for the fiscal years ended September 30, 2021, 2022, and 2023?

Answer 5: \$291,420, \$296,252, and \$301,167 respectively.

Question 6: Does the County have a preference for having the audit performed on-sight, remotely, or through a hybrid approach?

Answer 6: The audit can be through a hybrid but should include weekly on-sight work during the audit.

Question 7: Can you provide an approximate date for when each of the Constitutional Officers and the Board of County Commissioners will have their books closed and ready to be audited?

Answer 7: The Board of County Commissioners provides completed trial balances the first week in January after year-end and continues to work on certain schedules. The supervisor of Elections is audited along with the Board of County commissioners. The Tax Collector is ready toward the end of November. The Property Appraiser is ready Mid-November. The Sheriff is

ready November 30, but the audit is usually started in early November before fixed asset schedules are finalized. The Clerk fieldwork begins usually mid-December.

Question 8: The September 30, 2023, audit contained three findings related to the reporting requirements of federal and state grants. Have these findings been remediated?

Answer 8: The corrective Action Plan included in the September 30, 2023; audited statements discuss the actions to be taken in response to the finding.

Question 9: May we place resumes, CPA licensure copies, and evidence of continuing education in an appendix?

Answer 9: These items can be placed in Tab 2, Experience and Expertise.