



North Bay Village
Request for Proposals RFP No. 2019-003
Auditing Services for the Village

Addendum No. 1

VILLAGE RESPONSE TO PROPOSER QUESTIONS:

1. **Applicant’s Question (AQ):** The RFP states the 2018 CAFR is on the Village's web site under the Finance Department tab, www.nbvillage.com. We were not able to locate the 2018 CAFR. Please provide a copy.

Village’s Response (VR): The CAFR has been uploaded to the Village web site under the Finance Department documents.

2. **AQ:** What formula is being used for the allocation of the “Price Points– 20 Points”? Is a standard weighted formula being used?

VR: There was not a formula used.

3. **AQ:** For 2017 and 2018, what were the audit fees paid for the CAFR/Village audit, the Single Audit and the FL State Revolving Loan Program?

VR: See below.

Our fee for these services will be as follows:

	<u>2017</u>	<u>2018</u>
CAFR - w/o statistical tables	\$ 38,000	\$ 39,000
Statistical tables	<u>2,000</u>	<u>2,000</u>
Annual financial report	\$ <u>40,000</u>	\$ <u>41,000</u>
Federal single audit	\$ 2,000	\$ 2,000
State single audit	\$ 2,000	\$ 2,000
Children’s Trust	\$ 2,500	\$ 2,500

4. **AQ:** Who are the members of the Selection Committee?

VR: James Rosenberg, NBV Resident (Internal Auditor), Maria Camacho, Finance Director for Golden Beach and Janette Smith, Finance Director North Miami Beach.

5. **AQ:** Can the proposal security be covered with a company check?

VR: Yes, It will be held until a contract is signed.

6. **AQ:** For how many years have the current auditors been performing the Village audit?

VR: FY 2010 thru FY 2018

THIS SPACE INTENTIONALLY LEFT BLANK

This page replaces the original page 21 of 62.

internet access during the engagement. The Auditor will be required to provide its own equipment and other office materials.

The Auditor shall provide the following:

- 2. Reports required – Any report provided must be ADA compliant to the point that the Village can post any/all reports to the ADA compliant Village web site and the web site will remain ADA compliant.**

5.1 A Report of Independent Auditors on the basic financial statements of the Village, in conformity with generally accepted accounting principles.

5.2 Independent Auditor's Report on Compliance and on Internal Control over Financial Reporting based on an Audit of Basic Financial Statements performed in accordance with *Government Auditing Standards*.

5.3 If required by the Single Audit Act, Schedules of Federal and State Financial Assistance.

5.4 If required by the Single Audit Act, Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program, Internal Control over Compliance in Accordance with OMB Circular A-133 and Schedule of Expenditures of Federal Awards.

5.5 If required by the Single Audit Act, Independent Auditor's Report on Examination of Management's Assertion about Compliance with Specified Requirements.

5.6 If required by the Single Audit Act, a report on the Schedule of State Grant and Aid Appropriations.

5.7 If required by the Single Audit Act, Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.

5.8 A Management Letter as required by Section 11.45(3)(a)5, Florida Statutes and defined in Rule 10.554, Rules of the Auditor General. The draft of the management letter is to be discussed with key staff members before its issuance in final form.

5.9 If required perform the annual audit of The Children's Trust (TCT) grant Program. The Villages grant ends June 30, 2021, and they require an annual audit.

- 3. *Time table:* All reports applicable to this RFP shall be delivered based on information set forth below or, if necessary, on a schedule as agreed to, by the Village and the Auditor.**

All other documents, requirements, terms and conditions of the RFP remain the same,
All proposers must acknowledge receipt of this Addendum No. 2 and submit a signed
copy of this form with their proposal.

Proposer: _____

Name: _____

Title: _____

Date: _____