

## **RFQ 2020-01 – Audit Services - Addendum 1**

### **Questions from Berman, Hopkins Wright & LaHam, CPAs and Associates, LLP**

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1. Can you provide us with a copy of your prior year CAFR?

**The City of Edgewood’s Annual Financial Report can be found at [https://flauditor.gov/pages/mun\\_efile%20pages/edgewood%20city%20of.htm](https://flauditor.gov/pages/mun_efile%20pages/edgewood%20city%20of.htm); the City does not issue a CAFR.**

2. When would you like to commence fieldwork and finish fieldwork?

**The current auditing firm sends me a Client Assistance and Documents request in October. I disseminate the information to the Police Department and the City’s accounting firm; collectively, the documents are provided to me. The auditors schedule a week in January to do their fieldwork. If needed, additional days are scheduled for fieldwork. The auditors usually present the audit report to Council in March. Hurricanes and COVID have altered the schedule.**

3. When would you like a draft of the financial statements and audit reports?

**I receive the draft when I provide the City’s information under the MDA. After the information is incorporated into the draft, I schedule the presentation for Council. Agenda items have to be provided to me one week prior to the Council meeting.**

4. Please break out FY20 budgeted City audit fees, CRA audit fees, Single Audit fees (if applicable), and any other separate reporting requirement audit fees (if applicable).

**To date, none of the aforementioned fees are applicable. The current auditing firm provides an Invoice after their fieldwork is complete; the final invoice is received after the audit presentation. There have been no other separate auditing fees.**

5. Page 13, #m: “List your firm’s current or recent audit clients that are state or local government entities.” For recent audit clients are we providing for the last 3 or 5 years?

**Providing audit clients for the last 3 to 5 years is acceptable.**

6. Page 12 referenced each section organized with tabs; please clarify the order or specific section we need to have the tabs inserted.

**Tabs should be those items shown on Pages 13 and 14, under “the following will be considered in evaluating the qualifications.” Some of these items can be included under one tab; you have discretion.**

**a. Include a title page showing the RFQ subject, name of the firm, address, telephone number, name of the contact person, email address, and the date submitted.**

**b. Provide a letter of interest and an introduction. Briefly describe your firm. Include the name, address, email address, phone number of the contact person and a summary of your understanding of the scope of services and overall approach to the scope of services. The letter should be signed by an officer of the firm authorized to bind the firm to all commitments made in the proposal.**

- c. Include a table of contents providing clear identification of the material by section and by page number.**
- d. Provide a statement setting forth the proposer's understanding of the work to be done and a positive commitment to perform the work within the specified time period.**
- e. Firm's background and experience. Describe your firm's organizational structure, the size and scope of the Firm's overall audit practice.**
- f. Description of national and local experience with state, City's or municipal audits.**
- g. Description of the most significant audit clients located in the Orange and/or surrounding Counties.**
- h. How many years has your firm been in business under its present name?**
- i. Indicate all other names by which your firm has been known and the length of time known by each name.**
- j. Indicate the number of years of experience your firm has conducted audits of large government entities similar to Edgewood.**
- k. Include the address of your firm's website, if applicable.**
- l. Describe your firm's general approach to auditing.**
- m. List your firm's current or recent audit clients that are state or local government entities.**
- n. List your firm's five largest audits of state or local governments.**
- o. List your firm's current or recent audit clients that are state or local government entities.**
- p. Please provide any other background that you feel is pertinent to the auditing needs expressed by the City of Edgewood.**
- q. List all of your office locations and state whether the firm is local, regional or national.**
- r. List the office location from which the work is to be done and the number of personnel in that office who would be working on the audit.**
- s. Financial Information - Total audit fees generated during the most recent fiscal year both at the total firm basis and earned by offices in the Orange and or surrounding Counties.**
- t. The firm must have been established in Florida and performed continuous CPA services for a minimum of five years.**
- u. The individuals who will be primarily responsible for the audit must have a minimum of 24 hours of governmental accounting and auditing CPE.**