

RFP 2022-02 – Professional Auditing Services
Answers to Questions submitted by 4/8/2022 Deadline

- 1) Who is on the auditor selection committee? **Commissioner Tina-Marie Schultz and 3 Citizens (Gary Masten, Ciara Dudewick & Leslie Appleman)**
- 2) Page 11 of the RFP item 4, requests staff level times hours that supports the total all-inclusive maximum fee. Should this information be presented only for 2022 or for all years a fee is quoted? **Only for FY 2022**
- 3) On page 19 of the RFP it asks for “Describe your firm’s current partners, managers, and supervisors’ local governmental audit experience within the State of Florida and give the names and telephone numbers of client officials.” This list would fill a couple of pages of the proposal. Can we simply list just the names of the local governments since we are providing 5 specific references in the proposer profile section? **Yes, just list all names of local governments clients in Florida.**
- 4) On page 20 of the RFP is states “Describe the assistance that will be provided in meeting the requirements for the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting” Currently the City does not prepare ACFR or submit to the GFOA. Is this something City is interested in preparing going forward? **Not at this time but possibly in the future.**
- 5) How long has the City been engaged with the current auditor and is that firm eligible for rehire? **Since the audit for year ended 9/30/14. Yes, they are eligible for rehire.**
- 6) Have there been any problems or issues with the audit in the past and do you foresee any issues or problems with the upcoming audit? **No**
- 7) What are the most important attributes the City is looking for in an auditor? **Evaluation criteria is in the RFP.**
- 8) Why are you considering a change in auditors? **The last RFP for auditing services was for FY 2014, 2015, 2016 & 2017. It was extended for one renewal for FY 2018, 2019, 2020 & 2021.**
- 9) What auditor attributes are most appreciated by the City? **Evaluation criteria is in the RFP.**
- 10) Does the current auditor provide any other services outside of the scope of the RFP? **Not at this time.**
- 11) What has the City budgeted for the services covered in the scope of the RFP? **The FY 2022/2023 budget which will contain budget for this contract has not been created yet.**
- 12) What are the total fees paid to the current audit firm over the last three years? **\$118,206**
- 13) Does the City or the current auditor prepare the financial statements? **Current Auditor**
- 14) How many journal entries and/or audit adjustments have there been for each of the last three years? **The auditor makes the annual entries for OPEB and GASB 68. In addition to those, audit adjustments by year: FY2019 6, FY2020 6 & FY2021 0.**
- 15) Have there been any changes in management, personnel, programs, or procedures in the last three years? **The City Manager was hired in October 2018. The Finance Director was hired in August 2019. The current Finance Department staff was hired since 2019.**

- 16) When will the trial balance and supporting schedules be ready for audit planning and timing purposes? **Early to mid December**
- 17) Is there a preference or expectation on the timing of the delivery of the audit reports? **We prefer to have the audit completed and presented to the Commission by the end of March.**
- 18) What accounting system does the City use and are there any other software or applications significant to the financial reporting function? **Tyler Technologies Incode 10. No.**
- 19) Does the City plan on changing accounting software in the next three years? **No.**
- 20) Has the City determined the effect of GASB 87 as it relates to its Financial Statements? **No.**
- 21) Does the City anticipate entering into any complex investment or derivative transactions? **No.**
- 22) Has there been any significant changes to the Federal and State Grants? **The City will receive a total of \$1.4 million in ARPA funds. The City is also planning a \$20 million+ Wastewater Treatment Plant Construction/Expansion project and is actively pursuing state and federal grants to help fund this project.**
- 23) Will there be a single audit reporting requirement for the current audit? **There was for FY2021. It is not anticipated for FY2022 at this time.**
- 24) Are there any anticipated external audits from regulators? **No.**
- 25) Does the City have a preference for on-site or remote work? **Finance staff works from home so the preference is for remote work.**
- 26) Has the City issued any new bonds recently or does it anticipate issuing any in the near future? **No.**
- 27) Will questions and related responses submitted by all respondents be made available to all? **Yes.**
- 28) What is your desired timing of preliminary and final fieldwork? How soon after fiscal year end are your records available for audit? **Preliminary in October/November. Final in December/January. Records are available early to mid December.**
- 29) Please provide audit adjustments, if any, proposed by your auditors during your most recent audit. **None**
- 30) Page 20 of the RFP requests information under the audit approach regarding the firm's assistance to be provided in meeting the requirements of the GFOA Certificate of Achievement for Excellence in Financial Reporting. Is it the City's intent to prepare an ACFR for the GFOA Certificate in FY22 or future years? **Possibly in future years.**
- 31) Please provide fees paid for each of the following for the previous three years:
 - a. Annual audit **FY2019 \$28,980, FY2020 \$29,850 & FY2021 \$30,750**
 - b. Federal and/or state single audits **FY2019 \$0, FY2020 \$0 & FY2021 \$3,690**
 - c. Financial statement preparation **FY2019 \$4,640, FY2020 \$4,780 & FY2021 \$4,920**
 - d. Additional services **FY2019 \$10,122, FY2020 \$474 & FY2021 \$0**