



P. O. Box 17089 • 9255 Sturdevant Street
Pensacola, Florida 32522-7089
Ph: 850-969-6531 • Fax: 850-969-3384

January 19, 2023

**ECUA RFP # 2023-09
AUDITING SERVICES**

ADDENDUM NO. 1

This addendum forms a part of the RFP Documents and provides for a response to questions received by the deadline of January 18, 2023 at 12:00pm central time and clarifies the original RFP Document, dated January 5, 2023, as noted below. This addendum consists of three (3) pages. **All respondents must acknowledge receipt of this addendum by signing in the space provided below. Submit signed addendum with proposal submittal under Tab E, Exhibit II Addendum Receipt Acknowledgement Certification.**

Questions /Responses:

1. Question: Is the Annual Comprehensive Financial Audit Report required to be ADA compliant?
Response: That is not required to be provided by the auditor.
2. Question: Do you have an internal audit function?
Response: We do not have a dedicated internal audit department. However, the finance department staff will perform various internal audits throughout the year.
3. Question: Can you please provide the audit fees paid for the September 30, 2020, and 2021 audits? Could you please provide the audit fees paid for the September 30, 2022 and 2021 audits? Were there any additional fees paid to the audit firm for other services, such as financial statement preparation or assistance with new accounting standards?
Response: \$45,000 for FY 2020; \$51,455 for FY 2021. FY 2021 audit fee included additional fees for one single audit and processing/assembly of the ACFR
4. Question: Are the current auditors permitted to respond to this request for proposal?
Response: Yes

5. Question: Do you prefer for auditors to be on site or to work remotely? Please note that we will be able to attend any public meetings for discussion of the audit report as needed. Does the current audit firm perform fieldwork onsite or remotely? Does ECUA have a preference?

Response: We prefer a hybrid including both onsite and remote work.

6. Question: If auditors come onsite, how long are the auditors in the field and how many come? Approximately how many auditors are generally onsite during fieldwork?

Response: Currently, the auditors spend approximately one (1) week on site with 2-3 staff members.

7. Question: What is the period in which fieldwork is generally performed?

Response: Onsite fieldwork is performed sometime in late November / early December.

8. Question: Is this still the most convenient time for you?

Response: Yes

9. Question: Is the Authority required to file Solid Waste Landfill Management Escrow Account audit subject to Subsection 62-701.630(5), F.A.C.? If so, is this intended to be completed as part of the financial statement audit or as a separate engagement?

Response: It is not required.

10. Question: Why is ECUA currently going out for proposals?

Response: We are in the 5th and final year of the current contract.

11. Question: Are electronic signatures acceptable on the proposal?

Response: For the proposal an original signature must be provided. If that individual is not authorized to bind the firm the representative with authority may provide an electronic signature on the agreement. Refer to Section 1.27 AUTHORIZED OFFER in the RFP document, if the person submitting the proposal is not authorized to submit a proposal that can be bound by ECUA's acceptance, such person should also obtain the signature of an authorized representative of the proposer that may result in a bound contract upon ECUA's acceptance. An electronic signature using an industry acceptable software such as DocuSign, Adobe Signature or similar is acceptable.

Proposals should be typed or written in ink, signatures should be manually signed in ink, and any corrections should be typed or made in ink and initialed.

12. Question: Section 6.2 #8 (page 23 of the RFP) requires pricing information to be included in the Technical Proposal. Could you please clarify whether we should include fee information in both the Technical Proposal and Fee Proposal?

Response: Technical and Fee Proposal in one envelope. Refer to SECTION 6.0 PROPOSAL REQUIREMENTS in the RFP document, in a sealed envelope containing Technical and Fee Proposal (or other packaging), provide one (1) original (so identified), five (5) paper copies, and one (1) electronic copy (USB flash drive). There is to be only one envelope.

ACKNOWLEDGEMENT:

I hereby certify that I have received RFP # 2023-09 Addendum #1:

RESPONDENT'S SIGNATURE

DATE

NAME OF RESPONDENT FIRM

THIS ACKNOWLEDGEMENT MUST BE RETURNED WITH YOUR PROPOSAL.

**-END OF ADDENDUM NO. 1-
ECUA RFP # 2023-09**