



MEMORANDUM
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THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

TO: All Proposers
FROM: Sarah Caper, AICP, Principal Planner
DATE: May 29, 2020
SUBJECT: Procurement by Competitive Proposals, #20-03 Forward Pinellas Audit Services

ADDENDUM No. 1

Following are questions and responses relative to the procurement (#20-03):

- **How many auditors were in the field last year and for approximately how many days?**
Two auditors were in the field last year. In person fieldwork was conducted for two days.
- **What was the fee for the prior year's services?**
The fee was \$35,900.
- **Who is responsible for preparing the financial statements and notes?**
The auditor is.
- **What is the typical timing of the audit each year?**
The audit usually includes preliminary questions in September/October, fieldwork in November/December, and a draft in January/February, and the final report in March/April.
- **How long has the current auditor been in place?**
The current auditor began with the FY 2016/17 audit.
- **What were the audit fees for the last 3 years?**
The audit fees were \$33,900, \$34,800 and \$35,900.
- **Did Forward Pinellas receive a single audit for FY 2019?**
Forward Pinellas as the Pinellas County Metropolitan Planning Organization received a single audit for FY 2019.
- **Does the current auditor have a MBE, SBE or DBE partner?**
No
- **Will you have a single audit requirement for this year?**
Yes, the MPO will require a single audit.

- **Is the incumbent allowed to respond to this RFP? If so, do you know if they intend to?**
Yes, the incumbent is allowed to respond to this procurement. The incumbent has expressed interest in continuing; however, we cannot definitively say if the incumbent will respond.
- **Were there additional billings for out of scope work?**
There were no additional billings for out of scope work in the FY19 audits.
- **Approximately how many auditors participated in the audit in previous year and for approximately how many weeks for fieldwork?**
Approximately four total in the complete audit process.
- **Were there any findings or audit adjusting entries in the most recent audit?**
No
- **What is something that you valued from your previous audit firm? What is something you would change?**
We value communications skills and responsiveness.
- **Do you have a preferred timeline for field work for completion of the audits?**
Yes, we prefer field work to be conducted by November/December, per timeline in earlier question/response.
- **Do you anticipate any significant changes in funding sources or amounts for the year ending September 30, 2020?**
No significant changes are anticipated.
- **In the evaluation criteria, we noted additional points for participation by a DBE. If our firm is a DBE, would we qualify for the additional points?**
If a firm is a DBE (or MBE, SBE) and provides a verifiable certificate (or other comparable proof of status that can be verified), the firm would qualify for the additional points.

The last paragraph of Section Six, Contact and Submittal Information, is revised as follows:

Interested firms may mail five hard copy responses and one electronic copy (flash drive or CD) in pdf format to arrive no later than the scheduled due date and time. Proposals may not be hand delivered. Alternatively, interested firms may also email an electronic copy to Sarah Caper at scaper@forwardpinellas.org. ZIP files are not accepted. The firm is responsible for ensuring the proposal is received by the scheduled due date and time, regardless of the submission method.

All other specifications, terms and conditions remain the same.