|  |  |  |
| --- | --- | --- |
|  | **COUNTY OF DANE**  DEPARTMENT OF ADMINISTRATION  **PURCHASING DIVISION**  Room 425 City-County Building  210 Martin Luther King Jr. Blvd.  Madison, WI 53703-3345  608/266-4131  FAX 608/266-4425 TDD 608/266-4941 |  |
| GREG BROCKMEYER  Director of Administration |  | CHARLES HICKLIN  Controller |

DATE: May 9, 2018

TO: All Proposers RFP #118055: Financial Auditing Services

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: ADDENDUM #1

**The following responses are provided to questions received:**

|  |  |
| --- | --- |
| *Question #1* | *Why have you chosen to bid your audit services?* |
|  |  |
| Answer #1 | County ordinance requires that purchase of services be bid at least once every five years. |
|  |  |
| *Question #2* | *Were you satisfied with the services you received from your prior audit firm and are they being asked to bid on your audit?* |
|  |  |
| Answer #2 | The County is very satisfied with the current services. |
|  |  |
| *Question #3* | *The RFP indicates that the Auditor is responsible for preparing all required reports for the CAFR and Single Audit. Will the County compile the amounts to be included in the Schedule of Federal Awards and State Financial Assistance or will the auditors be expected to compile that information? We would also assume that the County will prepare the Introductory Letter and MD&A. If you could clearly define the roles of the County vs. Auditor for all sections of the report, that would be beneficial.* |
|  |  |
| Answer #3 | The County prepares the draft SEFA (with assistance from the auditors on reporting the CARS and SPARC grant funds), the introductory section, the statistical section and the MD&A. |
|  |  |
| *Question #4* | *Do you anticipate any significant changes to federal or state awards during the term of the proposal?* |
|  |  |
| Answer #4 | No. |
|  |  |
| *Question #5* | *How many audit adjustments were proposed by the auditors during the 2016 audit? Could we obtain a copy for our review?* |
|  |  |
| Answer #5 | There were 10 audit entries in 2016. A copy of the audit report is available on the county’s website at <https://admin.countyofdane.com/controller/accounting.aspx> |

|  |  |
| --- | --- |
| *Question #6* | *Has there been any recent turnover or planned turnover in the finance department?* |
|  |  |
| Answer #6 | No. |
|  |  |
| *Question #7* | *Does the County anticipate having any new bond issuances or refundings in the next three years?* |
|  |  |
| Answer #7 | The County issues debt every year. As part of that process, outstanding debt issues are reviewed to determine if a refunding would provide measurable savings. |
|  |  |
| *Question #8* | *In the past, how many auditors were onsite at the County for interim and final fieldwork and for how many days? What is the general time frame that you would like interim and final fieldwork done?* |
|  |  |
| Answer #8 | Preliminary fieldwork is done in the fall for two days. Final fieldwork is conducted the first or second week in April. Four to five auditors for the central office for a week and 2 auditors at other locations for a day or so. |
|  |  |
| *Question #9* | *Could you detail the amounts that will be paid to your auditors for the 2016 audit (or 2017 if completed), broken out by the individual services that were provided?* |
|  |  |
| Answer #9 | The contract called for a fee of $137,000 for fiscal year 2016 audit. |
|  |  |
| *Question #10* | *Has the County and audit firm been able to meet the timeline included in the RFP in recent years? If not, please describe the circumstances.* |
|  |  |
| Answer #10 | Yes, the timeline has been met. |
|  |  |
| *Question #11* | *Have any additional services been requested of your auditor in the past few years outside of the audit?* |
|  |  |
| Answer #11 | No. |
|  |  |
| *Question #12* | *Are you anticipating asking for any additional services of your auditor in the future?* |
|  |  |
| Answer #12 | No, but that is always a possibility. |
|  |  |
| *Question #13* | *What do you feel is the biggest challenge facing the County at this time?* |
|  |  |
| Answer #13 | This question does not relate to the RFP. |
|  |  |
| *Question #14* | *What do you feel has been the County’s biggest accomplishment in the last five years?* |
|  |  |
| Answer #14 | This question does not relate to the RFP. |
|  |  |
|  |  |
|  |  |

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-266-4966.

Sincerely,

Carolyn A. Clow, CPPB

Purchasing Agent