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**REQUEST FOR PROPOSALS  
NO. A17-002  
401K PLAN AUDITING SERVICES  
ADDENDUM NO. 1  
Questions and Responses**

**ALL OFFERORS:** This Addendum No. 1 contains questions and responses and is considered an ADDENDUM to, and part of, the referenced solicitation for 401K Plan Auditing Services (the “RFP”). The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Issuing Office. **The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.**

**The Questions and Responses are as follows:**

**General Questions**

How long has the incumbent auditing firm been engaged? Are they able to participate in the current bid?

***Answer – The current auditing firm has completed the last 4 calendar year audits (2012 to 2015) and they will be engaged for the 2016 calendar year audit. Yes, they will be able to participate in this issued RFP No. A17-002.***

Is the current auditor participating in the Request for Proposal?

***Answer – As of the date of this Addendum, we have not confirmed that the current auditor is participating in this RFP No. A17-002.***

What’s the status of the Plan’s 2016 audited financial statements?

***Answer – The audit for the calendar year 2016 401K plan will begin in late June 2017.***

What was the fee for the December 31, 2015 401K audit of the Revenue Authority?

***Answer – The Revenue Authority paid a fee between \$8,000 and \$9,500.***

Were there any additional billings from the auditor for the 2015 401K audit and, if so, what was the amount?

***Answer – The Revenue Authority did not receive any additional billing for the CY 2015 401K plan audit.***

### **Section 1.1 Summary Statement**

What triggered this Request for Proposal?

***Answer – The Revenue Authority, in compliance with the Board’s decision to solicit auditing services every three (3) to five (5) years, decided to request bids for this service to continue to promote a fair and competitive procurement environment.***

What is management’s and the Boards view on the desirability of transitioning to new auditors for the 401K audit?

***Answer – The Revenue Authority Finance Committee and the Revenue Authority Board of Directors made the decision during FY 2016 to solicit bids for the calendar year audit for the 401K plan every three (3) to five (5) years.***

### **Section 3.1 – Background**

What third party administrator are we utilizing for recordkeeping and custodial services?

***Answer – The Revenue Authority utilizes Automatic Data Processing Incorporated (ADP) for recordkeeping and custodial services.***

Does the Revenue Authority use a third-party payroll provider to process payroll? If so, what is the name of the payroll service provider used by the Revenue Authority.

***Answer – Yes, The Revenue Authority currently uses Automatic Data Processing Incorporated (ADP) as a third-party payroll service provider.***

Does the Revenue Authority anticipate any significant changes in plan administrators, custodians, trustees, payroll providers or third party administrators within the initial three-year period covered by the RFP?

***Answer – No, The Revenue Authority does not anticipate any significant changes in plan administrators, custodians, trustees, payroll providers or third party administrators within the next three (3) years.***

Please comment on the governing body's committee (audit, finance, etc.) overseeing the governance of this contract? Please include membership and meeting schedule.

***Answer – The Revenue Authority's finance committee will oversee the governance of this contract. The finance committee is a sub-committee of the Board and is made up of members from the Board of Directors. The finance committee meets monthly.***

Please comment on the RAPGC's quality of the documentation of the accounting system, policies and procedures?

***Answer – The Revenue Authority can provide full documentation of the Abila MIP accounting system. The Revenue Authority can also provide current policies and procedures related to the 401k plan.***

Has there been any untimely (not retirement related) resignations of management level employees?

***Answer – No, The Revenue Authority management level employees have held their positions for over four (4) years.***

Were there been any disagreements with the prior auditors?

***Answer – No, The Revenue Authority has not recorded any disagreements with the prior auditors.***

### **Section 3.3 Scope of Work**

What was the number of audit adjustments made/proposed by the auditor for the 2015 401k audit?

***Answer – The CY 2015 audit included one (1) audit adjustment.***

Can you provide the SAS 114 letter for the Revenue Authority’s 401K audit for the year ended December 31, 2015?

***Answer – The Revenue Authority posted the CY 2015 401K plan letter on internal controls and compliance on our agency website as part of this addendum for RFP No. A17-002.***

Did the auditor prepare a management letter for the Revenue Authority’s 401k audit for the year ended December 31, 2015? If so, did management agree with any recommendations and were changes made to address any such recommendations?

***Answer – The auditor did prepare a management letter for the Revenue Authority for the year ended December 31, 2015. The auditor did not provide any recommendations for management to consider or to comment on.***

### **Section 3.4 – Technical Specifications**

What is the level of effort/hours that the incumbent has provided for the previous year’s audits?

***Answer – The interim fieldwork is usually completed within two (2) to four (4) business days. The final fieldwork is usually completed within one (1) week.***

### **Section 5.6 – Supplier Diversity and Participation Evaluation**

Did the incumbent audit firm utilize a County-Based Small Business Enterprise (CBSB) and/or Minority Business Enterprise (MBE)? If so, for what percent of the contract? Was the same or similar preference point system offered in the previous RFP?

***Answer – Yes, the incumbent audit firm did utilize a CBSB or MBE as part of the prior 401K plan audits. The contract participation percentage was 100% MBE. The preference point system was not utilized in our prior RFP’s.***

THIS RFP ACKNOWLEDGEMENT FOR ADDENDUM NO. 1 CONTAINS MATERIAL CHANGES AND MUST BE ACKNOWLEDGED, SIGNED AND RETURNED WITH ALL PROPOSALS. FAILURE TO ACKNOWLEDGE IN THIS MANNER MAY RENDER THE PROPOSAL NON-RESPONSIVE.

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SIGNATURE

COMPANY

DATE