

POLK COUNTY WORKFORCE DEVELOPMENT BOARD, INC
Request for Proposal
Audit Services
RFP-PWDB-11-AS-01
Questions and Answers

QUESTION: On page 7 of the RFP, it states that an electronic copy of the proposal must be submitted on a USB Flash Drive in Microsoft Word format. For document protection purposes, we normally do not issue any documents in Word format, but instead in Adobe PDF format. Would this format be acceptable or is Word the only format acceptable?

ANSWER: Adobe PDF format is acceptable; however it should be formatted to allow the reviewer to search for key words or phrases.

QUESTION: May we please have a copy of your latest audited financial statements and Form 990? Gaining a better understanding of your organization would assist us in preparing the proposal and the fee estimate.

ANSWER: This information will be sent under separate cover to those firms requesting same.

QUESTION: Am I reading this correctly, that this is for the year ending June, 2013?

ANSWER: That is Correct.

QUESTION: Can you send us an electronic copy of the most recently issued financial statements, internal control letter, if any, and tax return?

ANSWER: Yes, these are provided under separate cover by request.

QUESTION: Were there a significant number of audit adjustments during the most recent audit? If so, can we review the adjusting journal entries?

ANSWER: No.

QUESTION: What were the audit and tax preparation fees paid for the past two years?

ANSWER: 2010: Audit - \$42,731; Preparation of 990 Form \$3,000
2011: Audit - \$42,454.00; Preparation of 990 Form \$3675.38

QUESTION: Were there any additional fees paid outside of the normal audit in the past two years? If so, what were the amounts paid and the nature of the services rendered?

ANSWER: No.

QUESTION: Who writes up the financial statements and related notes, the accounting staff or the auditors?

ANSWER: It is the Auditors responsibility to "write-up" the financial statements. Polk Works Finance staff provides input.

QUESTION: What is the composition of the accounting department?

ANSWER: The accounting department includes 3 staff members

QUESTION: What accounting system is used?

ANSWER: SAGE Fund Accounting

QUESTION: As referenced on page 1 of the RFP, do the auditors also perform the quarterly monitoring of service providers and semi-annual monitoring of internal operations, or are those services performed by another CPA firm?

ANSWER: Monitoring of service providers is performed by another CPA Firm.

QUESTION: As referenced on page 5 of the RFP, the February 1, 2012 meeting will include presentation by the proposers. How many proposers will be selected to present and when will they be notified of their request for presentation?

ANSWER: Potentially 3 proposers will be selected to make presentations at the February 1, 2012 meeting. Polk Works reserves the right to increase or decrease this number.

QUESTION: Can you provide the responses to any other questions submitted by other CPA firms?

ANSWER: All questions and responses submitted by other CPA firms are posted at the Polk Works website @polkworks.org.

Question: On page 8, part B1 of Information Requested, it states that we should list all current partners of the firm. I wanted to clarify whether this should be the partners in the local office who will be doing the work or if it should be all 100 partners firm-wide.

Answer: This should be the partners in the local office who will be doing the work. But please include enough information for Polk Works to understand the corporate structure of your firm.

Question: In the same section, you asked for us to list the location of our main office and all other offices. Again, do you only want us to list the offices that will be involved with doing the work or all 28 offices?

Answer: List the offices that will be involved with doing the work. But please include enough information for Polk Works to understand the corporate structure of your firm.

Question: In the back of the RFP was an Attachment B – Proposal Review Criteria/Rating Form. Should we include a blank copy of this form in the back of our proposal for the evaluator to use?

Answer: No. This was for potential proposer's information only.

Question: Is there a mandatory requirement to release a RFP for auditing services? Were there any matters or disagreements with the predecessor auditor that caused you to issue this RFP? Is the predecessor auditor submitting a proposal for this RFP?

Answer: Yes, there is a regulatory/mandatory requirement to release a RFP for auditing services. There were NO matters or disagreements with the predecessor auditor that caused Polk Works to issue this RFP. A letter of intent to propose has been received by the predecessor auditor.

Question: Why is the RFP being circulated?

Answer: Please refer to the Q and A's posted on Polk Works website.

Question: Is the prior auditor being considered for re-appointment?

Answer: Please refer to the Q and A's posted to the Polk Works website.

Question: Could you please provide a copy of the 2010 financial statements and a list of audit adjustments from the audit?

Answer: Please refer to the Q and A's posted on the Polk Works website.

Question: If possible, could you please indicate the amount of the audit fee for 2100 and/or how many hours they incurred for the audit?

Answer: The appropriate information is provided within the RFP. We are not able to give at this time the amount of hours incurred.

Question: Do you or the auditors typically draft the financial statements?

Answer: Staff prepares the draft financial statements.

Question: Has the 2010 Form 990 been filed with the IRS? Is so, can you please provide a copy? **Answer:** Yes. Copy attached.

Question: Can you tell us a little about your background (i.e. experience, education) as well as any other top financial person(s) at PPGO?

Answer: Not sure that this question relates to the RFP in question. You may find additional information about our administrative staff at www.polkworks.org.

Question: Any other accounting or auditing problems/difficulty we need to know about (source of pain)?

Answer: None. See most recent audit.