



Addendum No. 1

Auditing Services
RFP No. 2018039-VK

September 26, 2018

This addendum is hereby made a part of the contract documents entitled **REQUEST FOR PROPOSALS (RFP) No. 2018039-VK for Auditing Services** dated September 11, 2018 for the Sacramento Housing and Redevelopment Agency (Agency). The following are changes and/or additions and/or deletions and/or clarifications supplementing the Request for Proposals. All other conditions shall remain the same.

CORRECTION:

1. Proposal Format, Part B. – Letter of Transmittal

Delete reference to HUD Form 5369-C. The correct form is HUD Form 5369-B, which was included as **Attachment D** to the RFP and is instructional in nature.

QUESTIONS/ANSWERS:

1. Have there been any significant changes in your operations, programs or personnel recently or contemplated for the future that would impact the scope of services as compared to prior contracts for the same work? (Ex: changes in the audit process or those involved with the process, current year budget vs. prior year budget?)

No.

2. Does the auditor or the Agency prepare the CAFR? Or, does the Agency provide the information to include?

The Agency prepares the CAFR.

3. What are the most challenging aspects of the audit process for the Agency and specifically the accounting and finance team?

The scheduling and coordination of the audit such as the audit timeline between the external auditor and the finance team.

4. Are any of the accounting functions outsourced to another accounting firm? If so, which functions?

No.

5. Is there any specific expertise and advice the organization looking for that it may not be receiving from its current provider?

N/A.

6. What is management's and the board's view on the desirability of transitioning to new auditors?

Unknown at this time.

7. How long has the Agency been with the current provider?
We have been with the current auditors for approximately 20 years.
8. Is the current provider bidding on the engagement?
That is unknown at this time. Please see Question 18.
9. In an effort to understand the level of effort currently exerted by the incumbent auditing firm, please provide:
 - a. Prior year audit fees
\$142,435
 - b. Schedule of auditors in the field (ex: 2 people for 2 weeks in November)
At least 3 auditors each day for 2 ½ months.
10. Does the Agency currently, or plan to participate in HUD's RAD program and if so, what is the status of any conversions (all projects complete, some settled and some in process, none yet settled, etc.).
The Agency is currently exploring this option but nothing has been decided to date.
11. What type of accounting/bookkeeping system does the (City, District, Authority, Agency) use?
The Agency uses the ONESolution (formerly known as IFAS) accounting software system.
12. Any major change of budgetary size or management turnover from previous year?
Yes, there was management turnover in the previous year.
13. Approximately how many audit adjustments did the prior firm make as part of their audit?
None.
14. Any major reason why the (City, District, Authority, Agency) is considering a change of audit firms?
The current contract with the external auditor has expired.
15. Any major disagreements in regards to accounting principles or auditing procedures?
No.
16. How many days of fieldwork did the prior firm perform?
The performed approximately 2 ½ months of fieldwork. Please see Question 9.
17. How many auditors on those days?
Full time =4; Part Time = 2

18. Is the previous firm being asked to propose?

This is an open RFP for all qualified audit firms.

19. How much were the previous years' auditing fees?

\$142,435

All other conditions of RFP # 2018045-VK remain the same.

DATE: September 26, 2018

BY: 

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