

**Project:**            **Public Accountant – Audit Services**    **Date:**            **12/11/2015**  
**RE:**                    **Addenda #1**  
**# of Pages:**        **2 pages**

---

---

The following clarifications are to be made to the Request for Proposals for “Public Accountant – Audit Services”. They are a result of questions received by close of business on December 7, 2015.

**Questions:** (answers to all question are shown in *Italics* immediately after the question):

Q. The scope of work includes a report on information technology observations and recommendations. Are you referring to the Technology Observations and Recommendations report published in Section Public Info on your website? It appears that this report/service was provided by another firm, not your current auditors. Please clarify the scope of this service.

*Yes, the report on information technology observations and recommendation referenced in the scope of work is a report similar to the Technology Observations and Recommendations report that can be found on the BPCA website in the section related to public information. This report was authored by an affiliate of our external auditors. The report is intended to reflect the opinions of the public accountants following their review of the Organization’s technology systems and to be guided by what the public accountants view as best practices.*

Q.RFP indicates that BPCA establishes an overall goal of 30% for MBE/WBE participation, 15% for MBE participation and 15% for WBE participation. Will 30% for WBE participation be considered in compliance with this requirement?

*The Overall Goal is 30% (15%MBE/15%WBE). Therefore, 30% WBE participation would not be in compliance and a waiver would be required for the 15% MBE requirement. Please contact the Chief Diversity Officer, whose contact information can be found in the RFP, for additional information.*

Q. What was the nature and magnitude of any audit adjustments for the FY 2015 audit and the prior 2 years? How many audit adjustments typically are identified each year?

*There have not been any major or significant audit adjustments in the past two years (2013 & 2014). The FY 2015 audit has not yet been completed.*

Q. What were audit and other related professional fees for the FY 2015 and the prior 2 years?

*We are not permitted to disclose the audit and other related professional fees as part of the RFP process.*

Q. Have there been any additional billings in the past year outside the scope of the audit? If yes, what was the nature of the additional service provided?

*Minor costs outside the course of the audit for example:*

*Preparation of Form 990 – Parks Conservancy  
Check of financial data in the prospectus for tax exempt bond issuance.*

Q. How many hours do the auditors spend on the audit? Generally, how long were the auditors in the field for interim, semi-annual review and year-end audit fieldwork? How many auditors conducted the fieldwork?

*There is no set number of hours for the audit. This varies from firm to firm based on staffing and resources of audit firms.*

Q. What general ledger package do BPCA and BPCPC use?

*Microsoft - Great Plains*

Q. Do BPCA and BPCPC prepare draft financial statements that the auditors use as a basis for the final issued reports?

*Yes.*

Q. Are there any significant new federal grants in fiscal 2016 and going forward? Is single audit required?

*No and no.*

---

---

By signing the line below, I am acknowledging that all pages of the addenda has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Number of pages received: \_\_\_\_\_<fill in>

Distributed to: All present and all prospective Proposers