

Addendum 3

RFP No. 4150-12-001

Request for Proposal for Professional Auditing Services

Dated: July 12, 2012

In accordance with "Section F – Proposal Requirements of the Request for Proposal", all answers to questions, inquiries or requests for additional information which might affect the essence of the proposal, will be issued in the form of Addenda, which will be forwarded equally to all Respondents.

Pursuant to that term, this addendum is hereby made part of RFB 4150-12-001. To the extent that it differs from that RFP, this document prevails.

Section B – Nature of Services Required

Question: Does the County maintain depreciation schedules for both governmental and proprietary fund capital assets or do they rely on the auditor to maintain them?

Answer: The County maintains depreciation schedules for both governmental and proprietary fund capital assets, and does NOT rely on the auditors to maintain them.

Section C – Description of the County (from Addendum 1)

Question: Your addendum states that the number of hours worked by the previous auditor is not available; however, can you tell us how many audit staff and how many days the auditors worked on site during preliminary work and field work?

Answer: There was no preliminary work. We did not monitor the number of audit staff on site and they worked in a different part of the building. We are aware that the audit staff did not all work the same number of days in our offices. Our "guestimate" is that about 6 individuals worked more or less 4 days on site.

Section D – Time Requirements

Question: The RFP indicates on page 11, item #4, that the County will prepare the draft financial statements, notes and all required supplementary schedules. I would like to verify that this is actually the case since this will reduce our bid/estimate.

Answer: Yes, the County will prepare the draft financial statements, notes and required supplementary schedules. The County expects the audit firm to print, bind and supply fifteen (15) copies, plus one (1) electronic version, such as a PDF file.

Section G – Evaluation of Proposals

Question: Would there be a possibility for us to answer questions and provide verbal feedback to the selection committee regarding our proposal?

Answer: Typically, County committees perform their initial evaluation from submitted documents only, until a short list of firms is generated. On occasion, short listed firms are sent prepared questions, and/or are invited to an interview. The evaluation committee may (or may not) choose to put questions to submitting firms, as circumstances dictate.

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