ADDENDUM #1 Auditing Services Request for Proposals

Respondents are asked to sign, date, and return the last page of this addendum (not the entire addendum), along with their response package, in order to verify their receipt of this addendum prior to the specified submission deadline.

CORRECTIONS:

VI. Proposal Requirements

Part 1. Technical Proposal for Audit Services

1. Cover Letter. The cover letter should be addressed to Winsome Barnaby not to William Perkins.

QUESTIONS AND ANSWERS:

1. How long have your current auditors been doing the audit? Will they be considered for the current year’s audit or are you required to switch? Why are you changing auditors?

   • Current auditors were under contract for three years with two one-year extensions for a total of five years
   • Auditors will be considered for current year’s audit. We are not required to switch.
   • It is CRCOG’s policy to solicit bids every five years

2. In trying not overwhelm or underutilize your finance department, can you tell us approximately how many auditors were there last year and for how long for preliminary work? Field work? Did you feel this as an appropriate number? Too many at one time? Too few at one time?

   • There were three auditors for two days for preliminary work. Field work was conducted during a 10-day period. The number of auditors were appropriate given the fact that they were familiar with our processes.

3. Approximately how many journal entries did the auditor propose last year? In what areas? How many journal entries did you auditor propose for 2013 and 2014?

   • There were no journal entries proposed.

4. Are there any significant changes in your finances this year from last? (Significant new grants, programs, etc.) Are there any significant changes in your finance department this year from last? Are there any significant changes in either of these expected at this time for the next 5 years?

   • During the current fiscal year, CRCOG received significantly more funding of over $600,000 from the State of Connecticut than in previous years. Funding over the next five years is questionable as this is dependent on the State budget. There has been no significant change in the finance department.
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6. The budget shows an amount of $35,000 for “audit”. Does that include other services provided by the auditor, or just the audit? If there are other services, what was the fee for the 2014 audit?

- The amount listed is for the audit which includes a separate Indirect Cost Report. There were no fees for other services for the 2014 audit.
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Please note that all terms and conditions appearing in the original Request for Proposals remain unchanged.

**Respondents are asked to sign, date, and return this sheet (not the entire addendum),** along with their response package, in order to verify their receipt of this addendum prior to the specified submission deadline. Please fill out all sections below in order to ensure that your response is considered complete.

Name ______________________________

Title ______________________________

Company __________________________

Address ____________________________

___________________________________
(City) (State) (Zip)

Telephone __________________________

Signature ___________________________ Date ____________