

ECUA RFP NO. 2018-03

Auditing Services

(February 2, 2018)

ADDENDUM NO. 3

This addendum forms a part of the RFP Documents and clarifies the original RFP Document, dated January 11, 2018, as noted below. This addendum consists of two (2) pages.

- 1) Question Received: The proposal must be submitted to the Purchasing and Store Manager, however two different individuals with this title are listed in various sections of the RFP, Amy Williamson and Pete Wilkinson. Who is the correct contact for our proposal submission?

Response: Amy Williamson.

- 2) Question Received: Section II.B requires that we provide pricing for two scenarios, 1) auditor preparation of all statements, schedules, charts and notes or b) ECUA staff preparation of all statements, schedules, charts and notes with auditor assistance/advice on GASB guidance. Did the 2016 and 2017 audit fees stated in Addendum no. 1 include auditor preparation or ECUA staff preparation of statements, schedules, charts and notes?

Response: Auditor preparation.

- 3) Question Received: Does ECUA have a preference regarding preparation of the financial statements & CAFR internally or externally?

Response: No.

- 4) Question Received: According to Section III.E, ECUA sponsors a defined contribution retirement plan. Does the scope of the engagement include an audit of this plan? If so, does this portion of the audit require additional fieldwork and a separate report?

Response: No, the scope of work does not include an audit of the retirement plan.

- 5) Question Received: Section VI.A.5 references "*Location of office*" as one of the evaluation criteria. Does ECUA have a preference for a local firm?

Response: No.

- 6) Question Received: How many weeks does ECUA typically require the auditor to spend on-site for preliminary and final fieldwork and with how many individuals on-site?

Response: The time and staff required is determined by the proposer, not dictated by ECUA.

- 7) Question Received: For clarification purposes, were the audit fees noted in Addendum #1 inclusive of all audit reports provided (financial audit - CAFR report & Uniform Guidance report) or are the two considered separate engagements?

Response: Inclusive.

- 8) Question Received: What is the degree of integration of ECUA's financial and supporting IT systems (i.e. Is SunGard Financials an ERP system or is there integration between the general ledger, payroll, disbursements, work order and other supporting systems)?

Response: It is an integrated system.

-END OF ADDENDUM NO. 3-