

Request for Proposal No. CSB22-200-00, Administrative Services
Questions and Responses

Area of Service I – Financial Auditing

1. Has anything significant occurred in the current year, which is different from prior years or is something significant expected and/or budgeted to occur in the current year, or soon thereafter, which a potential auditor should be aware of?

Answer: No

2. Do you expect to receive any additional grant funds from the CARES Act, ARPA, or grants not through the Florida Department of Economic Opportunity SERA system?

Answer: We have applied for a Good Jobs Challenge Grant from the U.S. Department of Commerce. Other grant opportunities may arise throughout the program year.

3. Please provide the audit adjustments (proposed and posted) for 6/30/21 and 6/30/20 audits.

Answer: Audit adjustments will be posted on the CSB website.

4. Has interim and final audit fieldwork been performed on-site in person or remotely in the past? a. What is CSB's preference on how fieldwork is performed?

Answer: Fieldwork has been performed remotely since the start of the pandemic, and we prefer to continue with remote fieldwork.

5. Is CSB drafting the financial statements, notes to financial statement, and schedule of expenditures of awards? Or is this responsibility of the auditor?

Answer: CSB prepares the financial statements, notes and the Schedule of Expenditures of Federal Awards.

6. ASU 2016-02 Leases will be applicable for the FYE 6/30/2023. Will CSB calculate and record the lease liabilities and right to use asset and related amortizations?

Answer: Yes

7. On page 6 of the RFP item II. Proposed requests the hourly rate to provide audit services. Our rates vary based on the position and experience of the individual. For example, a partner's hourly rate is more than a senior's rate. Please verify all that is required is the hourly rate by position and not a total all-inclusive maximum fee?

Answer: A total fee should be proposed.

8. The IRS Form 990 is also prepared by the current audit firm. Should this also be included in the proposal experience, qualifications, and proposed fees?

Answer: Yes

9. What were the fees charged for the Financial statement audit and IRS Form 990 preparation fees for the year ended June 30, 2021 and June 30, 2020?
Answer: \$29,000 for FY 2020-21; \$22,000 for FY 2019-20; \$1,500 for Form 990.
10. Please provide the time (# of hours and # of people) the prior auditor used in conducting the audit.
Answer: A team of two worked remotely for approximately one month (unknown # of hours).
11. Due to resumes being a minimum of one-page each, may we provide these in an Appendix (since there is a 10-page limit for the narrative)?
Answer: Yes, including these in an appendix is fine.
12. Is the Fee Proposal for Year 1 only or should it include the optional renewal years?
Answer: We are requesting a fee proposal for the initial contract period (Year 1).
13. How long has the current financial statement auditor been the auditor for CSB?
Answer: The prior firm performed five consecutive audits, the maximum number permitted by our funders.
14. What were the fees paid for audit services for the past 3 fiscal years?
Answer: See question 9
15. What, if any, additional services were provided by the financial statement auditor in the past two (2) years (please describe) and what were the fees associated with those services?
Answer: See question 9
16. Would you please provide a copy of the most recent monitoring report received from your current provider?
Answer: The monitoring report will be posted on the CSB website.
17. On page 31 of the RFP - Attachment L - it requests information for the "sites for performance of work done in connection with the specific grant..." Should we list all our offices or only the office that will be responsible for servicing this contract?
Answer: Only the office delivering services should be listed.

-----See next page for Area of Service II Questions and Responses-----

Area of Service II – Program and Fiscal Monitoring

1. Is there an incumbent? If yes, please provide the name of the contractor, contract amount, and period of performance.
Answer: The incumbent is Taylor, Hall, Miller and Parker P.A. The contract is \$47,000 annually. Period of Performance follows CSB's programmatic yearly calendar, beginning on July 1 and ending on June 30 the following year.
2. Under Customer Satisfaction/Continuous Improvement - how frequently should the on-site visits be conducted? Month, quarterly, annually?
Answer: Twice annually
3. Can you provide the budget for Service Area II: Program & Fiscal Monitoring?
Answer: The budget will be based on the selected proposal.
4. Other than the on-site visits, can the work be performed remotely?
Answer: Yes
5. Is a local office required?
Answer: No
6. Will the programmatic and fiscal information be available electronically?
Answer: Yes
7. Please confirm that the monitoring will be for the 6 programs listed in the solicitation or is there potential for additional programs?
Answer: The programs and budgets shown in the RFP are current estimates, and other programs and funding sources may be added and/or revised.