



REQUEST FOR PROPOSAL
Audit and Tax Services
Issued: 11/2/2016
RFP No. 17-1141

Questions and Answers:

November 4, 2016

1. Provide the following:

Most recent audit

The audit report for the fiscal year ending June 30, 2015 has been posted at <https://careersourcepinellas.com/pages/rfps>

Budget

Budget is not available

Fees for most recent audit and tax services

Fees for audit and tax services for the fiscal year ending June 30, 2015 totaled \$27,000

2. RFP states the prior year financials and Agreed Upon Procedure could be provided if requested. Would you be able to provide electronically?

The audit report for the fiscal year ending June 30, 2015 and the agreed upon procedures report for the 6-month period ending December 31, 2015 have been posted at <https://careersourcepinellas.com/pages/rfps>

We would also like to see the management letter comments and report to the board. If that report is available, we would love to see it.

There were no management letter comments. The Auditor's Communication with Those Charged with Governance (SAS 114) has been posted at <https://careersourcepinellas.com/pages/rfps>.

November 8, 2016

3. Provide the following:

Most recent 990

The 990 for the fiscal year ending June 30, 2015 has been posted at <https://careersourcepinellas.com/pages/rfps>

Fees for most recent AUP

Fees for the 6-month period ending December 31, 2015 were \$6,000

November 10, 2016

4. What circumstances caused the audit to go out for bid so late?

Auditor independence.

5. Given the lateness of the RFP, is there any flexibility with the January 30th deadline.

There is flexibility with the deadline as long as the Organization is in compliance with the 990 and Single Audit due dates.

6. Has the Organization already filed an extension for the 990?

Yes, IRS has approved the Organization's application to time to file the 990 by February 15, 2017.

7. Is the prior auditor also proposing on this engagement? If not, what has caused the relationship to terminate?

No, see response to question number 4.

8. Could you tell us what the fees were in the prior year?

See response to question number 1.

November 14, 2016

9. When will management be ready for audit fieldwork?

Management is currently ready for fieldwork. Timing of fieldwork can be discussed with the CPA firm who is engaged for the audit and tax services.

10. When will management be ready for AUP fieldwork?

The AUP for the fiscal year which will need to be audited (6-month period ending December 31, 2015) has been completed. The next AUP will cover the 6-month period ending December 31, 2016. Management will discuss timing with the CPA firm who is engaged for the audit and tax services.

11. The SAS 114 letter refers to attached list of uncorrected misstatements. Please provide.

The uncorrected misstatements have been posted at <https://careersourcepinellas.com/pages/rfps>

12. How long has the current Finance Director been in their role?

There are two Finance Directors who have duties and responsibilities related to the financial area of the Organization. The Finance Director in charge of monitoring, audits, regulatory compliance has been in her role since June 2011. Finance Director in charge of day-to-day operations has been in her role since November 2013.