

CITY OF BROOKHAVEN, GEORGIA
REQUEST FOR PROPOSAL
RFP 18-270 EXTERNAL AUDIT
Addendum #4

1. QUESTION: Does the City anticipate any significant new funds or component units in the next few years? **Yes, SPLOST and may Brookhaven Convention Bureau**
2. QUESTION: How many suggested adjusting entries resulted from the previous year's audit? **1**
3. QUESTION: The City is requesting references, If the references are older than 10 years would that be acceptable? **Probably not relevant**
4. QUESTION: Is the City looking for three (3) to five (5) sample financial statements as the "case studies" or is a list of similar clients acceptable? If looking for sample financial statements, can those be provided electronically, or do they need to be printed? **Samples can be electronic**
5. QUESTION: Are there any outstanding issues, internal control or otherwise, from the previous audits that have yet to be addressed? **No**
6. QUESTION: Are invoices and checks scanned in the system and can the Auditor access the information remotely? **Yes scanned, remotely accessible, No.**
7. QUESTION: How much of the audit is done remotely? **10%**
8. QUESTION: Which section of the audit is most time consuming? **Fieldwork**
9. QUESTION: Who prepares the DCA report? **Staff**
10. QUESTION: What is the audit schedule of your current provider, and can we choose a different schedule? **Finished by May, not much flexibility**
11. QUESTION: What is the estimated number of hours for the current provider? **2 weeks**
12. QUESTION: How are you communicating and sending information to the current provider? **Flash and hard copies of invoices, journals, etc.**
13. QUESTION: Do the component units have separate financial statements included in the City's CAFR?
No
14. QUESTION: Will an A-133 single audit be required? **Not expected in 2018**
15. QUESTION: If the firm does not have any samples to provide would that be a disqualifier? **There are several qualifying and grading factors and this is a pretty big one.**
16. QUESTION: What were the base audit fees for the previous 5 years? **See other addendums**
17. QUESTION: Can you release the prior Auditors' fees for the past two years? **See other addendums**
18. QUESTION: Can the pricing breakdown of the various components of the audit be provided for the 2017 fiscal year? **No, billed in bulk**
19. QUESTION: Were there any additional fees for other services provided by the audit firm? **Not in 2017**