



METRO TRANSPORTATION ENGINEERING & CONSTRUCTION COOPERATIVE

REQUEST FOR PROPOSALS (RFP) NO. 23-04

AUDIT SERVICES

ADDENDUM NO. 1

**NOTE: FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE
ADDENDUM ACKNOWLEDGEMENT FORM SHALL BE CAUSE FOR REJECTION**

This Addendum revises the following sections of the solicitation documents as detailed.

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|--------------------------|-------------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Instructions to Proposers | <input type="checkbox"/> | Scope of Services |
| <input type="checkbox"/> | General Terms and Conditions | <input type="checkbox"/> | Exhibits |
| <input type="checkbox"/> | Specific Terms and Conditions | <input type="checkbox"/> | Federal Requirements |

This Addendum includes:

- 1) Questions and Answers

Date Issued: November 16, 2023

Deadline for Offers Due remains 4:00 p.m. Eastern Time, November 28, 2023.

Christopher Bross

Christopher Bross
MTECC Contracting Officer

Exhibit 1
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Audit Services

Number	Submittal Date	Question
1	11/6/23	<p>Question: What is the total Asset?</p> <p>Answer: Approximately \$450,000, with the majority cash in bank.</p>
2	11/6/23	<p>Question: What is the total Revenue?</p> <p>Answer: Approximately \$460,000, please note there were a limited number of revenue transactions during the year that were contributions from member cities. There were no Federal or state grant revenues during fiscal year 2022-23.</p>
3	11/6/23	<p>Question: What was the actual amount paid for last year's audit?</p> <p>Answer: Being a new interlocal agency that began operations in fiscal year 2022-2023, no previous auditing services have been provided.</p>
4	11/6/23	<p>Question: What is the budgeted amount for this year's audit?</p> <p>Answer: The first year of operations were very limited (less than 50 transactions). We prefer to let the audit firms propose on the audit amount.</p>
5	11/6/23	<p>Question: Who are your current auditors?</p> <p>Answer: Being a new interlocal agency that began operations in fiscal year 2022-2023, no previous auditing services have been provided.</p>

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Number	Submittal Date	Question
6	11/6/23	<p>Question: Is there a policy of mandatory rotation?</p> <p>Answer: Not at this point.</p>
7	11/6/23	<p>Question: Is there a local preference for Auditors?</p> <p>Answer: The audits must meet Federal requirements as MTECC in the future will include spending Federal funds. Our procurement policies follow Federal standards and as such local preference is not allowed.</p>
8	11/6/23	<p>Question: How long have you been working with the current Auditors?</p> <p>Answer: Being a new interlocal agency that began operations in fiscal year 2022-2023, no previous auditing services have been provided.</p>
9	11/6/23	<p>Question: What is the audit time frame?</p> <p>Answer: We expect to have financial statements finalized for the first year of operations available in December and start the audit in January and for the audit to be complete no later than nine months after the end of the fiscal year ended September 30, 2023.</p>
10	11/6/23	<p>Question: What is the selection criterion for submitted responses?</p> <p>Answer: The evaluation criteria is located on page 32 of the Request for Proposals (RFP).</p>

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Number	Submittal Date	Question
11	11/6/23	<p>Question: Who does the audit report go to?</p> <p>Answer: The annual audit report is addressed to the MTECC Board and will be filed with the State of Florida as a local governmental agency.</p>
12	11/6/23	<p>Question: Who prepares the CAFR?</p> <p>Answer: MTECC is supported by an outside accounting firm that prepares the CAFR under the direction of MTECC leadership.</p>
13	11/6/23	<p>Question: From a financial standpoint, what are your top three (3) priorities?</p> <p>Answer: Reference the evaluation criteria on page 32 of the RFP for weighted criteria.</p>
14	11/6/23	<p>Question: What are the qualities in an auditing firm that you deem most important?</p> <p>Answer: Reference the evaluation criteria on page 32 of the RFP for weighted criteria.</p>
15	11/6/23	<p>Question: Has anything significant occurred in the current year, which is different from prior years?</p> <p>Answer: Fiscal year 2022-23 is the first year of operations for MTECC.</p>
16	11/6/23	<p>Question: What has been exhibited by the current auditors that you value the most?</p> <p>Answer: Being a new interlocal agency that began operations in fiscal year 2022-2023, no previous auditing services have been provided.</p>

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Number	Submittal Date	Question
17	11/14/23	<p>Question: What is the budget for the FYE 2023 audit?</p> <p>Answer: The first year of operations were very limited (less than 50 transactions). We prefer to let the audit firms propose on the audit amount.</p>
18	11/14/23	<p>Question: Is the audit fieldwork expected to be performed on-site or remotely? Does the entity have a preference?</p> <p>Answer: The audit work can be done remotely or on-site at the discretion of the audit team.</p>
19	11/14/23	<p>Question: Does the organization expect a federal or state single audit for FYE 2023?</p> <p>Answer: In FYE 2023 funds were only contributed by the member cities. As such, there will not be a need for a federal or state single audit. However, in future years there will be federal grants that will require a federal single audit.</p>
20	11/14/23	<p>Question: When will the books be closed and when will the auditors be able to get the final trial balance?</p> <p>Answer: We expect to have the original year entered and ready by the end of December 2023.</p>
21	11/14/23	<p>Question: Under Instructions for Submitting an Offer in Response to a Formal Request for Proposals, p. 3, it states that "The Offer must be signed, manually..." Will you accept electronic signatures on all copies of the proposal?</p> <p>Answer: No electronic signatures will be accepted. Manual signatures are required for the one (1) original Offer, but the three (3) bound hard copies can be copies of the original.</p>

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22	11/14/23	<p>Question: Is MTECC expecting to issue an Annual Comprehensive Financial Report for FYE 2023, 2024 and/or 2025?</p> <p>Answer: We do not expect a full CAFR for FYE 2023 as this was the first year of operations, but will likely issue a full CAFR in FY 2024 and beyond.</p>
23	11/14/23	<p>Question: Please provide the 2022 and 2021 financial statements/ACFR for the Broward MPO.</p> <p>Answer: MTECC is an independent agency and the financial statements for Broward MPO have no bearing on this RFP.</p>
24	11/14/23	<p>Question: What is the MTECC's relationship to the Broward MPO?</p> <p>Answer: MTECC is an independent local agency created under Chapter 163 that currently has a membership of seven local municipalities in Broward County. Broward MPO was a signatory to the original interlocal agency agreement, but is not a member of MTECC.</p>
25	11/14/23	<p>Question: Under Working Papers continued on p. 23, the RFP states that "MTECC shall be provided with a complete set of all working papers and resulting adjustments..." Since working papers are the property of the audit firm, can this sentence be revised to remove/exclude "working papers"?</p> <p>Answer: The intent is for a copy of the working papers to be provided, not the original working papers.</p>

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26	11/14/23	<p>Question: Under Mandatory Minimum Requirements continued on p. 38, it states that “Offeror shall provide three (3) examples of previously completed contracts similar to the scope....”</p> <ul style="list-style-type: none">a) Is the RFP referring to actual contracts or to issued financial reports or ACFR’s? Either of these documents will be very voluminous.b) Can this requirement be deleted or, if referring to financial reports or ACFR’s, can links be provided, instead? <p>Answer: Actual contracts or financial reports are not being requested. Provide three (3) examples of previously completed contracts similar to the scope of services for this RFP.</p>
27	11/14/23	<p>Question: Considering the timing of the deadline for questions, anticipated date for receipt of answers and the Thanksgiving holidays, can the proposals due date be extended to give Offers adequate time for thorough and thoughtful responses?</p> <p>Answer: We have a MTECC board meeting on 12/14 that is the target completion. If the deadline is extended, it may reduce the time for the audit to be completed within nine months of the end of FYE 2023. As such, the due date remains the same.</p>
28	11/14/23	<p>Question: Who, specifically (by name, title and organization) makes up the Selection Committee?</p> <p>Answer: The Evaluation & Selection Committee members have not been identified.</p>
29	11/14/23	<p>Question: Should the cost/price proposal be submitted as a separate, sealed document?</p> <p>Answer: No.</p>
30	11/14/23	<p>Question: Will you consider assigning any evaluation points to encourage small, minority or disadvantaged business participation?</p> <p>Answer: No</p>