

## AMENDMENT NO. 1

DATE: May 25, 2023

RE: SOLICITATION NUMBER: RFP No. 23-02

PROJECT: AUDIT SERVICES

**NOTICE** is hereby given of the following changes or clarifications that have been issued and questions received regarding the above-referenced Solicitation:

1. NOTICE OF REVISED TIMETABLE: The “**Evaluation/Selection Committee Discussion, Evaluate and Shortlist or Recommend**” time has changed. The Solicitation Timetable is revised accordingly. **Please replace “Page 26” of this solicitation with the attached “Page 26(AMD1)” included in this Amendment No. 1.**
2. QUESTIONS AND ANSWERS: See attached “Exhibit 1”.

## 2-2 SOLICITATION TIMETABLE

The anticipated schedule for this Solicitation and the determination of qualified firms shall be as follows, and may be altered at any time, as best meets the needs of the BMPO. Scheduled meetings may be held virtually, in accordance with procedures to be developed by the BMPO. Any updates to meeting locations will be provided on the BMPO website: <https://www.browardmpo.org/procurement/current-solicitations> and/or <http://www.browardmpo.org/index.php/calendar>

ACTION/ACTIVITY	DATE	LOCAL TIME	LOCATION
Advertisement Start (Date Issued)	May 9, 2023	See BMPO Website	BMPO Website: <a href="http://www.browardmpo.org/index.php/solicitations/current-solicitations">http://www.browardmpo.org/index.php/solicitations/current-solicitations</a>
Deadline for Questions (Submit via email only)	May 19, 2023	5:00 pm	Via Email to BMPO Procurement Officer: <a href="mailto:Brossc@browardmpo.org">Brossc@browardmpo.org</a>
<b>Deadline for Offers Due Advertisement Closing Date</b>	<b>June 7, 2023</b>	<b>4:00 pm</b>	<b>BMPO Procurement Office 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309</b>
Public Announcement of Receipt of Sealed Offers	June 7, 2023	On or about 4:15 pm	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Evaluation/Selection Committee Discussion, Evaluate and Shortlist or Recommend	June 13, 2023	On or about <del>3:00 pm</del> <u>10:00am</u>	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Posting – Intended Award	June 14, 2023	On or about 2:00 pm	BMPO Website: <a href="http://www.browardmpo.org/index.php/solicitations/current-solicitations">http://www.browardmpo.org/index.php/solicitations/current-solicitations</a>
BMPO Board Approval of Intended Award	July 13, 2023	On or about 9:30 am	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309

## 2-3 TERM OF CONTRACT: UPON COMPLETION AND ACCEPTANCE

The Contract(s) resulting from this Solicitation shall commence upon the date of execution and BMPO Board approval and BMPO issuance of Notice to Proceed and shall remain in effect for a three (3) year term with the BMPO having the sole option to extend the Contract for two (2) one (1) year extension periods.

## 2-4 METHOD OF AWARD: TO THE HIGHEST EVALUATED RESPONSIVE, RESPONSIBLE, AND QUALIFIED OFFEROR

The award of any Contract resulting from this Solicitation will be made to the qualified highest evaluated responsive, responsible Offeror, price and other factors considered,

Exhibit 1  
RFP No. 23-02  
Audit Services

Number	Submittal Date	Question
1	5/16/23	<b>Question:</b> What is the total Asset? <b>Answer:</b> Total Assets - \$6,621,650 (FY2021-22)
2	5/16/23	<b>Question:</b> What is the total Revenue? <b>Answer:</b> Total Revenue = \$10,683,321 (FY 2021-22)
3	5/16/23	<b>Question:</b> What was the actual amount paid for last year's audit? <b>Answer:</b> \$23,500
4	5/16/23	<b>Question:</b> What is the budgeted amount for this year's audit? <b>Answer:</b> \$23,000
5	5/16/23	<b>Question:</b> Who are your current auditors? <b>Answer:</b> Keefe McCullough

Exhibit 1  
RFP No. 23-02  
Audit Services

Number	Submittal Date	Question
6	5/16/23	<b>Question:</b> Is there a policy of mandatory rotation? <b>Answer:</b> No.
7	5/16/23	<b>Question:</b> Is there a local preference for Auditors? <b>Answer:</b> No.
8	5/16/23	<b>Question:</b> How long have you been working with the current Auditors? <b>Answer:</b> FYE 06/30/2017 through FYE 06/30/2022
9	5/16/23	<b>Question:</b> What is the audit time frame? <b>Answer:</b> The annual audit report must be issued and presented to the Broward MPO by March 31st of each year.
10	5/16/23	<b>Question:</b> What is the selection criterion for submitted responses? <b>Answer:</b> The evaluation criteria is located on page 31 of the Request for Proposals (RFP).

Exhibit 1  
RFP No. 23-02  
Audit Services

Number	Submittal Date	Question
11	5/16/23	<p><b>Question:</b> Who does the audit report go to?</p> <p><b>Answer:</b> The annual audit report is addressed to the Broward MPO Board.</p>
12	5/16/23	<p><b>Question:</b> Who prepares the CAFR?</p> <p><b>Answer:</b> The Auditors, with the assistance of the Finance Department of the Broward MPO.</p>
13	5/16/23	<p><b>Question:</b> From a financial standpoint, what are your top three (3) priorities?</p> <p><b>Answer:</b> Reference the evaluation criteria on page 31 of the RFP for weighted criteria.</p>
14	5/16/23	<p><b>Question:</b> What are the qualities in an auditing firm that you deem most important?</p> <p><b>Answer:</b> Reference the evaluation criteria on page 31 of the RFP for weighted criteria.</p>
15	5/16/23	<p><b>Question:</b> Has anything significant occurred in the current year, which is different from prior years?</p> <p><b>Answer:</b> No significant event occurred in the current year.</p>

Exhibit 1  
RFP No. 23-02  
Audit Services

Number	Submittal Date	Question
16	5/16/23	<p><b>Question:</b> What has been exhibited by the current auditors that you value the most?</p> <p><b>Answer:</b> The auditor's knowledge of financial reporting requirements and overall understanding of state and federal transportation grant programs.</p>