

Addendum #1

PLEASE NOTE: This addendum is being issued as part of the 2020 RFP for Auditing Services with the Alexandria Housing Authority (AHA).

We have released the following information:

(1) **QUESTION:** Have there been any significant changes in your operations, programs or personnel recently or contemplated for the future that would impact the scope of services as compared to prior contracts for the same work? (EX: changes in the audit process or those involved with the process, current year budget vs. prior year budget?)

RESPONSE: As of December 2019, we closed on our last RAD project. At this time, we no longer have any HUD public housing.

(2) **QUESTION:** What are the most challenging aspects of the audit process for AHA and specifically the accounting and finance team?

RESPONSE: Continuity in auditing staff

(3) **QUESTION:** Are any of the accounting functions outsourced to another accounting firm? If so, which functions?

RESPONSE: yes, the monthly financials and journal entries are all completed and compiled by the Fee Accountant.

(4) **QUESTION:** Is there any specific expertise and advise the organization looking for that it may not be receiving from its current provider?

RESPONSE: No

(5) **QUESTION:** What is management's and the board's view on the desirability of transitioning to new auditors?

RESPONSE: This RFP is out for bid because the contract period is ending.

(6) **QUESTION:** How long has AHA been with the current provider?

RESPONSE: 3 years

(7) **QUESTION:** Is the current provider bidding on the engagement?

RESPONSE: Yes

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(8) In an effort to understand the level of effort currently exerted by the incumbent auditing firm, please provide: a) prior year audit fees; b) schedule of auditors in the field, if known (ex: 2 people for 2 weeks in November)

RESPONSE: a) \$53,598
b) Yes, this has been the schedule the last few years. However, October can be used too.

Thank you for your interest in doing business with our Agency and we look forward to receiving a proposal submittal from your firm.

Procurement Officer

It is the responsibility of all proposers to acknowledge addendums. You must complete the following and return by email to alexhousing@alexhousing.org. by no later than 6/11/2020. Failure on the part of any proposer to acknowledge this addendum by the deadline may, at the Agency's discretion, deem that proposer as non-responsive and may eliminate such proposer from consideration for award.

ACKNOWLEDGED BY:

Signature Date Printed Name Company