



PROCUREMENT SERVICES

ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 1

PROJECT NAME: ITN No. N237464LA – Financial Auditing Services

DATE OF ISSUE: November 21, 2023

The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

Due to the Thanksgiving Holiday this week, the following date has been extended:

ITN Due in Bonfire: Wednesday, November 29, 2023

Proposers' questions/issues and District answers (District answers are italicized):

Q1. For how many years has the District used the current external auditors?

A1. *We have worked with our current external auditors since 2016*

Q2. What were the total audit fees in 2021?

A2. *\$80,000 for the audit for fiscal year ended June 30, 2021*

Q3. In 2021, were there any "out-of-scope" services performed by the external auditor? If so, what were the out-of-scope services performed and related fees?

A3. *No*

Q4. What were the total audit fees in 2022?

A4. *\$82,500 for the audit for fiscal year ended June 30, 2022*

Q5. In 2022, were there any "out-of-scope" services performed by the external auditor? If so, what were the out-of-scope services performed and related fees?

A5. *No*

Q6. What were the total audit fees in 2023?

A6. *The Auditor General's Office is auditing the fiscal year ended June 30, 2023*

Q7. In 2023, were there any "out-of-scope" services performed by the external auditor? If so, what were the out-of-scope services performed and related fees?

A7. *No*

- Q8. Have there been any significant audit findings or recommendations issued by the external auditor/Florida Auditor General in the past three (3) years that we should be aware of?
A8. *No; each of our audits in on the District website for your review.*
- Q9. What is the budget allocated for the audit services? Understanding the financial constraints will help us tailor our proposal to meet your budget expectations.
A9. *Based on Awarded Contract, but the planned budget aligns with past expenditures.*
- Q10. Does the District prefer being served on-site or remotely?
A10. *We prefer on site, but also completely understand that the nature of some of the tasks would lend itself to remote work.*
- Q11. Please provide a copy of the most recent audit engagement letter. Please provide a copy of the most recent “communication letter to those charged with governance” issued by the audit firm.
A11. *The above documents will be provided at a later date with Amendment 2.*
- Q12. Please confirm what years are included in the Invitation to Negotiate. Does it include year’s 2024, 2025, 2027, 2028, 2030, and 2031? Assuming that the Auditor General would be auditing every third year, and a fee is not required for those years?
A12. *Correct*
- Q13. The Required Submittal Checklist, Document 1, under “Proposal” is asking for **Corporate Overview** and **Letter for Surety Company Stating Bonding Capacity**. These two items are not mentioned in the INT Specifications. Please confirm if this information is required.
A13. *Please see “Revised Required Submittal Checklist Form” attached. Please submit the revised form with your proposals.*
- Q14. “Key Personnel” is missing in the below checklist. Is “**Related Experience**” the same as “**Experience and Qualifications**”?
A14. *Please see “Revised Required Submittal Checklist Form” attached. Please submit the revised form with your proposals.*
- Q15. On Page 16 of the “Specifications” under #2 Minimum Requirements b. – “Provide a copy of the individual member certifications or cards.” Would the individual membership numbers for AICPA and FICPA be acceptable?
A15. *The District desires a current copy of your certifications however, a website screenshot is acceptable.*

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

Thank you for your interest in The School District of Lee County.



Lauri Adams
Procurement Agent

REVISED REQUIRED SUBMITTAL CHECKLIST FORM

**THE SCHOOL BOARD OF LEE COUNTY, FLORIDA
DEPARTMENT OF PROCUREMENT SERVICES**

**ITN No. N237464LA
Financial Auditing Services**

DATE SUBMITTED: _____

RESPONDENT NAME: _____

TO: The School Board of Lee County Fort Myers, Florida

I acknowledge receipt of the Proposal Submittal Requirements (Section 14) of the ITN Specifications for **ITN No. N237464LA, Financial Auditing Services** as bound herein. I have read, understand, and agree to comply with all conditions as specified herein.

Having carefully examined the required documents, specification, plans and addenda as well as examined the existing site conditions, the undersigned proposes to furnish Services for **ITN No. N237464LA, Financial Auditing Services**.

REQUIRED SUBMITTALS

Bonfire Portal Uploads

DOCUMENT 1

PROPOSAL

- Proposer Information Sheet
- Table of Contents
- Letter of Transmittal
- Current copy of State of Florida License and AICPA Certification.
- Experience and Qualifications
- Key Personnel
- ~~Corporate Overview~~
- Project Approach
- ~~Related Experience~~
- ~~Letter from Surety Company stating Bonding capacity~~

DOCUMENT 2

PROPOSAL RESPONSE FORM

- Proposal Response Form

DOCUMENT 3

FILLABLE FORMS

- Required Submittal Checklist
- (A) Insurance Requirements Form
- Certificate of Insurance naming School **Board** of Lee County as Certificate Holder
- (B) Addenda Acknowledgement Form
- (C) Debarment Form
- (D) Drug-Free Workplace Certification Form
- (E) Public Entity Crimes Form (notarized)
- (F) Emergency/Storm Related Catastrophe Agreement
- (G) Scrutinized Company Certification Form
- (H) Confidential, Proprietary or Trade Secret Acknowledgement Form

DOCUMENT 4

REFERENCES

- Three Client Reference Forms