

**UTILITIES COMMISSION**  
**City of New Smyrna Beach, Florida**  
**200 Canal Street**  
**P.O. Box 100**  
**New Smyrna Beach, Fl. 32170-010**

February 22, 2018

RE: RFP 09-18 Audit Services ADDENDUM No. 1

To prospective vendors:

The Utilities Commission is issuing the following addendum. **As such it becomes an integral part of the proposal and must be acknowledged by the return of this signed form, with your proposal form, acknowledging receipt of the addendum.**

The following questions have been asked and are answered below:

- 1) Page 12 refers to a maximum page count of 30. Does this include the 10 (or 5 double-sided) pages necessary to cover all of the required forms (9) plus a copy of our occupational license?

***The required forms may be in addition to your maximum page count of 30.***

- 2) Page 22 of the RFP includes the Proposal Form – it is not listed on Page 13, but we wanted to confirm that this form should just be included with the others under Evaluation Factor #6?

***The Proposal Form may be included with the others under Evaluation Factor#6.***

- 3) We see the UCNSB is currently advertising for the position of Finance Director/CFO. Is the individual currently employed in this position expected to remain on staff for a transition period through the start and/or completion of the 2018 audit?

***The UC's current Finance Director/CFO is retiring at the end Of March 2018; recruitment for a replacement is proceeding.***

- 4) We see from the minutes the UCNSB exceeded the Federal Single Audit threshold for FY17 because of FEMA monies. Does the UCNSB have any further significant FEMA reimbursements pending that were not obligated prior to 9/30/17, or any other grants that have been awarded, such that the UCNSB is expecting to need a single audit in FY18 or any future years?

**Not at this time. However, please include a quote for a Federal Single Audit. This may be included in addition to your proposal form under Evaluation Factor#6. This will not count toward the 30 page limit.**

- 5) The RFP refers to questions about the RFP going to the Purchasing Manager and that any information obtained otherwise is to be considered unofficial by which the UCNSB is not bound. To further clarify; can you confirm whether or not direct contact is permitted to be made by prospective firms with any employees (other than the purchasing manager) or commissioners of the UCNSB?

**Language had been included in RFP 9-18 specifying the U.C.'s Materials Manager as the point of contact for vendors.**

**Due to a request of additional clarification, language will now be incorporated into RFP 9-18 and formal UC procurements going forward. The language will support a standard written "cone of silence" after issuance of procurement requests, and as stated below, will also support in writing a desired best practice procurement process:**

**"Any communication between any potential vendor, service provider, bidder, lobbyist or consultant and any U.C. Commission Member, staff member, or consultant of the U.C. regarding this procurement is strictly prohibited from the date on which the solicitation advertisement appears on the U.C.'s website, Demandstar, or newspaper through the date of contract award. Also from the date of the filing of any notice of protest of award through resolution for the parties involved in the protest or contract award, whichever is longer.**

**The only exceptions to this are communications with the U.C.'s Material Manager or the U.C.'s designated point of contact.**

**Any violation shall constitute grounds for immediate and permanent disqualification of the offending firm and possible debarment or suspension. At the U.C.'s General Manager/CEO and Director of Finance (CFO)'s sole discretion, it may also serve as grounds for the voiding of any Contract with the violator and/or to temporarily or permanently debarring the violator from future work with the U.C. This process will safeguard the integrity of the U.C.'s procurement and protest process and also provide an ethical, equitable, and transparent procurement process."**

- 6) Does the UCNSB want the required Bid Form to be bound as part of the proposal document(s) or should the original Bid Form and one copy be placed in the sealed envelope in addition to the proposal document, is this form counted in the 30 page limit?

***See responses to questions number 1 and 2 above.***

- 7) To what extent is the UCNSB staff involved in the preparation of the financial statements and notes to the financial statements?

***Of the Audit Report List shown on Page 10 of RFP#9-18, staff prepares:***

***b. Letter of Transmittal***

***d. M D & A***

***g. Supplemental Information***

***h. Statistical Section***

- 8) What general ledger/accounting software is the UCNSB using?

***Microsoft Great Plains***

- 9) Have there been any material or significant financial events or changes at the UCNSB during 2017 that would affect the financial statements or financial operations as compared to 2016?

***As both hurricanes Matthew and Irma occurred in fiscal year 2017, the remediation expense incurred for both and subsequent request for reimbursement from FEMA exceeded the statutory limit-requiring a "Single Audit".***

**Acknowledgment of Receipt of Addenda No. 1**

Company\_\_\_\_\_

Title\_\_\_\_\_

Signature\_\_\_\_\_