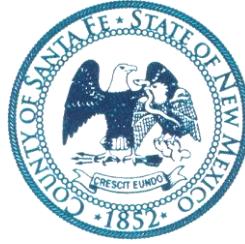


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

April 2, 2019

ADDENDUM #1
RFP# 2019-0216-FIN/KE
AUDIT SERVICES

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

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1. Have there been changes in management personnel or key personnel of the Treasurer's or County Manager's offices?

ANSWER: Finance Director left in January 2019, as of 4/1/2019, no new director has been announced. A new Deputy Treasurer started in March 2019. A new County Commissioner was elected and his term started January 1, 2019.

2. Have there been significant changes to existing financial software systems (GL software, property tax billings, housing, utilities etc.) from the prior year? New software packages?

ANSWER: No changes to financial software systems and no new software packages.

3. What do you anticipate being the biggest challenge while transitioning between audit firms?

ANSWER:

- 1 - Timing of the audit and testwork to ensure we aren't scrambling near the deadline,
- 2 - Ensuring the PBC list is accurate and complete,
- 3 - Auditors providing their expectations,
- 4 - Auditor's getting acquainted with the County's accounting software Superior, Select Version 9.1.17.3,
- 5 - Auditors' gaining an understanding of the County's processes.

4. Has there been a significant change in federal funding?

ANSWER: No significant changes in federal funding.

5. How many auditors and how many days were the auditors in the field for interim and final fieldwork?

ANSWER: Approximately 3 – 7 staff for interim and final fieldwork. Approximately 10 days for interim planning, testwork, and single audit and 20 days for fieldwork and single audit.

6. Does the County utilize a contracted fee accountant for any housing functions, or are all functions performed by County staff?

ANSWER: All functions are performed by County staff. The Housing Authority may consider using a fee accountant in the future.

7. Does the County use their accounting system for tenant management, or is there a separate system for tenant management? (If yes, what system?)

ANSWER: Tenant management uses Yardi software.

8. Has there been any significant changes in management personnel for housing functions?

ANSWER: We are in the process of interviewing for an accountant senior and we have hired a new position as a Deputy Director that started on 4/1/2019. During fiscal year 2019, the Housing Authority was reorganization to fall under the purview of the Growth Management Department.

9. Item IV.C on page 20 of the RFP notes that the RFP is to be limited to 20 pages with tabs delineating each section, while item III.B.26 states that all proposal documents are to be double-sided.

- a. We are limited to 20 printed pages, not physical pages, true? **This is 20 printed pages.**
- b. Is it acceptable to have a blank page when a tab needs to separate information? **Yes**
- c. Are the peer review letter/response, campaign contribution disclosure form, and list of continuing education taken for each proposed team member to be included in this page count? **These can be added as appendices.**

Please add this Addendum #1 to the original bid documents and refer to bid documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Bidders are reminded that any questions or need for clarification must be addressed to Karen K. Emery, Senior Procurement Specialist at kkemery@santafecountynm.gov.