

**ADDENDUM NUMBER 1
RFP 19-FN-003 - AUDITING SERVICES
FOR THE CITY OF EDGEWATER**

To All Plan Holders:

The following changes, clarification and additions are hereby made part of **RFP 19-FN-003 - AUDITING SERVICES FOR THE CITY OF EDGEWATER** for the above as fully and completely as if the same were fully set forth therein.

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**QUESTIONS AND ANSWERS**

**Q1. Page 4 – Terms and Conditions of Contract**

- The City recommends that a signed copy of the City’s standard contract be signed and submitted as part of the proposal. In the past, has the City had any objection to signing an engagement letter provided by the CPA firm in addition to the City’s standard contract?

***A1. The City has no objection to signing an engagement letter.***

- Would the City like a sample engagement letter submitted as part of the proposal?

***A1. Yes, please provide a sample engagement letter as part of the proposal.***

**Q2. Page 20 – 3. Tab III, Cost of Services to the City**

- The information to be submitted in response to RFP in this section is duplicative of the following required forms: Fee Proposal Form and Fee Proposal Breakdown Form. Would the City prefer to see the fee-related required forms submitted in Tab III rather than in Tab VIII, Required Form Submittals?

***A2. Yes, please include the Fee Proposal and Free Proposal Breakdown Forms with Tab III***

**Q3. Page 22 – 6. Tab VI, Customer Listing**

- The City requests information for all previous customers during the past three years for all work of similar size and scope to include client contact information, description of services provided and time period of the contract. Would it be appropriate to provide this information for the office that will be servicing the City rather than for all offices in Florida?

***A3. Yes, please provide the previous customer listing for the office that will be servicing the City of Edgewater.***

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ATTACHMENTS

- Revised Fee Proposal and Fee Proposal Breakdown forms

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Signature acknowledges receipt and understanding of this addendum.

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Name/Title

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Date

