

**City of Milford, DE**  
**ADDENDUM #2**  
**RFP for Audit Services Released February 3, 2020**  
**February 19, 2021**

Additional responses to the following questions received from interested firms are being provided to supplement the original Request for Proposals.

1. **Question:** “Can a pdf of the proposal be submitted, or is it required to be a hard copy as described in the RFP?”

**Response:** *Ordinarily, we’d prefer electronic versions submitted via email, but to be consistent with past practices and to be consistent with the standing requirement in this current RFP, we do require three hard copies of the proposal by the deadline.*

2. **Question:** “What was the cost of the latest financial audit?”

**Response:** *FY20 \$49,500, plus \$8,000 for Single Audit.*

3. **Question:** “What is the preferred timing for preliminary and final fieldwork?”

**Response:** *The City will be ready for final fieldwork and the audit process in early September. Some workpapers and material is available for upload and testing a few weeks prior.*

4. **Question:** “How many auditors were onsite during preliminary and final fieldwork for the financial audit and for how long?”

**Response:** *A partner and one CPA Staff member generally spent one week on site during fieldwork, with an additional day during preliminary work. FY20 has been performed 100% remotely.*

5. **Question:** “Are you open to remote fieldwork, or limited personnel onsite?”

**Response:** *While the FY20 audit was completed 100% remotely, a hybrid approach is preferred but not required while COVID-19 safety protocols remain in place.*

6. **Question:** “What IT system(s) do you utilize for the general ledger, work order system, billing, etc?”

**Response:** *Central Square Technologies. The City is in the process of reviewing proposals for a new ERP system, with implementation beginning in FY22, pending Council approval of the staff-recommended solution.*

7. **Question:** “Are the financial statements and footnotes prepared by the auditor?”

**Response:** *Beginning with FY20, the City prepares the financial statements and the footnotes.*

8. **Question:** “Were there any adjusting journal entries made as part of the fiscal year 2020 audit? If so can please provide the entries?”

**Response:** *FY20 had 4 entries pertaining to that year audit. They were related to amortization of deferred refunding, elimination of fund transfers (for related fund groupings), adjust long term comp absences and remove COVID-19 accounts receivable because the application for reimbursement had not been filed by the end of the fiscal year.*

9. **Question:** “Has the City undergone any significant changes since the last audit such as a change in accounting or operation software or turnover in key finance/accounting personnel?”

**Response:** *See #6 for software response. In August 2020 a new Finance Director came on board. The prior Finance Director, who has been with the City for 30 years, remained on board through December 31, 2020 in order for a smooth transition. The prior Director remains available for contract work, and is expected to transition to complete retirement in March.*

**\*\*PLEASE SEE REQUIRED ACKNOWLEDGEMENT ON THE FOLLOWING PAGE\*\***

10. Any bid received after stated closing time will be returned unopened. If bids are sent by mail to the purchasing manager, the bidder shall be responsible for actual delivery of the bid to the purchasing manager before the advertised date and hour for opening of bids. If mail is delayed either in the postal service or in the internal mail system of the City beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

**\*\*\*THIS ADDENDUM MUST BE RETURNED WITH THE ORIGINAL BID \*\*\***

PLEASE COMPLETE THE INFORMATION BELOW:

SIGNATURE		DATE
PRINTED NAME		TITLE
COMPANY		
MAILING ADDRESS		
PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS