

**Request For Proposal**  
**AUDIT SERVICES – RFP NUMBER FIN-AS-PY22**  
**QUESTIONS & ANSWERS**

1. Can we meet in person or video conference to discuss the responses to these questions? Please provide a couple of dates and times which work best for you.

RESPONSE: CSCF is required to post all Q&A's on the CSCF website to allow all proposers the ability to view. This is done to ensure a fair and competitive RFP. Should your proposal be a finalist, an in-person or virtual meeting can be scheduled.

2. What are the qualities in an auditing firm that CSCF deems most important?

RESPONSE: See evaluation criteria listed in section 13.0 in the RFP.

3. Has anything significant occurred in the current year, which is different from prior years?

RESPONSE: CSCF has experienced an increase in annual funding/budget.

4. Is something significant expected and/or budgeted to occur in the current year, or soon thereafter, which a potential auditor should be aware of?

RESPONSE: No.

5. What has been exhibited by the current auditors that CSCF values the most?  
The least?

RESPONSE: The current audit firm has performed adequately, CSCF reprocures its auditing needs every five years.

6. Please provide a copy of CSCF's FYE 6/30/22 budget.

RESPONSE: CSCF's 2022 budget is available on the CSCF website, please see link below:

- [Reimagine Workforce \(careersourcecentralflorida.com\)](https://careersourcecentralflorida.com)

7. Please provide most recent internal financials (balance sheet, income statement, budget vs actual, any other relevant financial reports).

RESPONSE: CSCF's most recently audited financials are available on the CSCF website, please see link below:

- [2020-FINAL-REPORT-CAREERSOURCE-CENTRAL-FLORIDA.pdf](https://careersourcecentralflorida.com/2020-FINAL-REPORT-CAREERSOURCE-CENTRAL-FLORIDA.pdf)  
(careersourcecentralflorida.com)

8. Please provide a listing of schedules/workpapers provided to the prior auditor.

RESPONSE: Schedules and workpapers will be provided to the RFP award winner.

9. Please provide the audit adjustments (proposed and posted) for 6/30/21 and 6/30/20 audits.

RESPONSE: Schedules and adjustments will be provided to the RFP award winner; please refer to the CSCF's most recently audited financials that are available on the CSCF website, please see link below:

- [2020-FINAL-REPORT-CAREERSOURCE-CENTRAL-FLORIDA.pdf](https://careersourcecentralflorida.com/2020-FINAL-REPORT-CAREERSOURCE-CENTRAL-FLORIDA.pdf)  
(careersourcecentralflorida.com)

10. Is CSCF drafting the financial statements, notes to financial statement, and schedule of expenditures of awards?

RESPONSE: Yes.

or is this responsibility of the auditor? No.

11. What were the fees charged for Federal Single audit, 403(b) audit, and tax preparation fees for the year ended June 30, 2021 and June 30, 2020 audits and IRS Form 990?

RESPONSE: FY20 Spend Data (FY21 not complete) -

- a. 403b – \$10,500
- b. 990- \$2,000
- c. Single & Financial Audit combined \$36,500

12. GASB 87 Leases will be applicable for the FYE 6/30/2023. Will CSCF calculate and record the lease liability and right to use asset and related amortizations?

RESPONSE: The requirement/responsibility will be evaluated with the RFP award winner, as the requirement becomes effective 6/30/2023.

13. On page 18 of the RFP the following sentence is included: “\*If proposer is a for profit entity, profit must be stated separately.” It is unclear what is to be provided on this page for Part 2. Please provide clarification.

RESPONSE: Please disregard, as this should have been omitted from the RFP language.

14. We noticed on the draft 6/0/2021 SEFA the Assistance Listing Number (ALN) OC Help Is Here program is not provided.

RESPONSE: The draft 6/0/2021 SEFA the Assistance Listing Number (ALN) OC Help Is Here program is 21.019 (Coronavirus Relief Fund).

15. Is this funding anticipated for FYE 2022 and subsequent periods?

RESPONSE: The Coronavirus Relief Fund ended effective 12/30/2020, CSCF has been awarded American Recovery Act funding; total award is \$10.3 Million over 2 years.

16. Is the funding under one ALN?

RESPONSE: Each of these awards have a separate Assistance Listing Number (ALN).

17. Please provide a copy of the most recently issued audited financial statements.

RESPONSE: CSCF's most recently audited financials are available on the CSCF website, please see link below:

- [2020-FINAL-REPORT-CAREERSOURCE-CENTRAL-FLORIDA.pdf](#)  
([careersourcecentralflorida.com](http://careersourcecentralflorida.com))

18. Please provide the fee for the fy21 and fy20 audit services provided. If possible, please identify the cost breakdown between the single audits, financial audit, and 403b audits performed.

RESPONSE: FY20 Spend Data (FY21 not complete)

- d. 403b – \$10,500
- e. 990- \$2,000
- f. Single & Financial Audit combined \$36,500

19. Does the organization require for auditors to be on-site during the engagement?

RESPONSE: No.

20. Were there any prior year findings and/or recommendations prepared by the auditor?

RESPONSE: No.

21. Please provide a copy of the fy20 financial statements including, but not limited to, the audit report and compliance section.

RESPONSE: CSCF's most recently audited financials are available on the CSCF website, please see link below:

- [2020-FINAL-REPORT-CAREERSOURCE-CENTRAL-FLORIDA.pdf](#)  
([careersourcecentralflorida.com](http://careersourcecentralflorida.com))

22. How many staff are in your accounting department?

RESPONSE: Eight

23. Do you outsource any accounting functions?

RESPONSE: No.

24. When would you like a draft of the audit work?

RESPONSE: Typically audit planning occurs in September and a draft of financials are issued at the end of November/early December.

25. When would you like a final audit report?

RESPONSE: Typically audit planning occurs in September and a draft of financials are issued end of November/early December.

26. What were the prior year fees for these services?

RESPONSE: FY20 Spend Data (FY21 not complete) -

- a. 403b – \$10,500
- b. 990- \$2,000
- c. Single & Financial Audit combined \$36,500

27. What do you have budgeted for the current year for these services?

RESPONSE: Budget will be evaluated on prior year cost and proposals submitted.

28. Did you have any negative experiences with your prior auditor that would prevent them from continuing on as the auditor?

RESPONSE: No.

29. Do you foresee your previous auditor bidding on this contract?

RESPONSE: Yes.

30. Is there anything you would like to see improved from the prior year's audit experience?

RESPONSE: No, but CSCF is always seeking innovative solutions.