

THE CITY OF WALTHAM
MASSACHUSETTS

PURCHASING DEPARTMENT

AUDIT SERVICES

ADDENDUM NO. 1

April 9, 2012

CHANGES, CORRECTIONS AND CLARIFICATIONS

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 1) MUST BE RECOGNIZED IN THE COVER LETTER.

ITEM NO.: 1 ANSWERS TO POSED QUESTIONS

Q1. The RFP states that **preliminary audit fieldwork** may commence as early as May 15. During what time of year does the City's **primary audit fieldwork** begin – September, October or November?

A1. Primary fieldwork commences during October.

Q2. Item 1c in the "Report Requirements" section of the RFP (page 4) states the following:
"An auditor's opinion whether the financial data at the close of the fiscal year, as reported by the school system to the Department of Education is accurate. This audit will be conducted, at a minimum, in accordance with the compliance supplement for Massachusetts school districts issued by the Department of Education."

However, the "Nature of Services Required" section of the RFP (page 3) does not identify this as a required service.

Please clarify. Does the City want proposers to include information (and pricing) on services related to the School Department's financial data report to the Department of Education, or should these services be excluded from the proposal?

A2. Yes, the City does wish to include, as a proposal requirement, the services and pricing related to the School Department's DOE report.

Q3. What were the total fees paid by the City to its CPA firm for the following services and time periods?

- a. City Audit – Fiscal Year 2011 ***A3(a)=\$69,000***
- b. City Audit – Fiscal Year 2010 ***A3(b)=\$69,000***
- c. City Audit – Fiscal Year 2009 ***A3(c)=\$69,000***
- d. Compliance Procedures on School Department’s Financial Data Report to the Department of Education – Fiscal Year 2011 ***A3(d)=\$4,500***
- e. Compliance Procedures on School Department’s Financial Data Report to the Department of Education – Fiscal Year 2010 ***A3(e)=\$ 4,500***
- f. Compliance Procedures on School Department’s Financial Data Report to the Department of Education – Fiscal Year 2009 ***A3(f)=\$ 4,500***

END OF ADDENDUM 1