



AACOG
Alamo Area Council
Of Governments
ADDENDUM # 1
RFP-24-77-ACT- AUDITOR

Proposals whether mailed, shipped, or personally delivered must be officially received by the Alamo Area Council of Governments (AACOG) by **4:00 pm on August 16, 2024**, in order to be considered. Proposals received after the deadline, regardless of circumstance, will be disqualified. **ABSOLUTELY NO EXCEPTIONS WILL BE MADE.**

All solicitation documents are posted here: <http://www.aacog.com/bids.aspx>
<https://www.txsmartbuy.com>

This addendum is to address Questions & Answers. All parties shall be responsible for reading this entire addendum. The failure to list an item or items of this addendum does not relieve any party affected from performing as per instructions, provided that the information is set forth one time any place in this addendum. The addendum will form a part of the contract document. All other conditions of this RFP remain unchanged.

Q&A The following questions were received according to submission instruction in the RFP.

1. Do you anticipate any changes in accounting software in the next year? **None**
Do you prefer to have a portion of this contract include small and historically underutilized business (HUBs). **No preference**
2. Can you please provide the audit fees paid for the 2022 and 2023 audits, including any change orders? Can you please provide the fees paid for the 2022 990 preparation, including any change orders?
I would like to keep this information private, as we are trying to see the best price that each audit firm can put forward.
3. Does the current auditing firm draft your financial statements? **Yes**
4. What are some aspects of your current accounting firm that you enjoy? Any that you would change?
I really appreciate the transparency and communication from them. AACOG was used to all-inclusive costs from our audit firms in the past. Meaning when we had questions for items, they used to be included in the yearly audit fees.
5. Do you prefer the audit team to work on-site or remotely?
No preference, if they can provide someone to present the financials to our Board of Directors in July in person.
6. Can you please provide a copy of your 2023 audited financial statements?
Please see the Attachment A
7. Can you please provide a copy of form 990?
2023 is not completed, attaching 2022
Please see the Attachment B
8. Under item 5.5.4 the RFP states, "Proposal Narrative (please refer to criteria in section 6.4 for order of narrative; maximum 5-page limit not including attachments). Item 6.4 in the RFP is the Certification Sheet (Attachment E) which does not provide any information about the Proposal Narrative guidelines. Can you elaborate on what should be included in the Proposal Narrative section of our proposal?
The Vendor is expected to provide innovative ideas or solutions in response to the RFP. Please reference the scope of work section.



9. Under item 5.4 the RFP states, “Proposers are asked to keep responses brief, concise and to the point, with maximum 3-page limit for the Executive Summary and Proposal Narrative”. But, under 5.5.4 you say the Proposal Narrative has a 5-page limit. What is the page limit for the Proposal Narrative and what information should be included in the Proposal Narrative section?

The page limit is 5.

The Vendor is expected to provide innovative ideas or solutions in response to the RFP. Please reference the scope of work section.

10. Under 5.2.1 the RFP states, Proposals must be typed, single-spaced, and submitted on 8 ½ x 11-inch plain white paper”. May we use a branded proposal template that clearly shows the requested information, even if some sections are not single-spaced?

Yes we will accept it.

11. The list in the following screenshot does not match up with the order of forms included in the RFP. In what order should the forms be included in our proposal submission?

6.1 PROPOSAL TITLE PAGE (Attachment A)

Each Proposal must be accompanied by a complete Proposal title page. Respondents must designate a contact person responsible for all communications concerning the Proposal and notification of award. Respondents must also designate a person with documented signatory authority and for contract negotiations.

6.2 TABLE OF CONTENTS (Attachment B)

Each Proposal must have a Table of Contents that lists each item of the Proposal, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.

6.3 EXECUTIVE SUMMARY (Attachment C)

Provide a summary highlighting your organization’s history, qualifications and experience; overall approach to delivering the services solicited in this RFP; and any unique or innovative aspects of your Proposal. Briefly state the proposer’s understanding of the service to be provided and make a positive commitment to perform the work in a timely manner.

6.4 CERTIFICATION SHEET (Attachment E) (complete and sign form)

6.5 ACKNOWLEDGEMENT FORM (Attachment F) (complete and sign form)

6.6 CONFLICT OF INTEREST QUESTIONNAIRE (Attachment G) (complete and sign form)

If a conflict exists. You may review the Agency’s current Board of Directors at <http://www.aacog.com/AboutAACOG/Board/default.asp>

6.7 CERTIFICATION REGARDING DEBARMENT (Attachment H) (complete and sign form)

6.8 NON-DISCRIMINATION CERTIFICATION (Attachment I) (complete and sign form)

6.9 CERTIFICATION REGARDING LOBBYING (Attachment J) (complete and sign form)

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12. Under section 1.4 the proposal lists \$65,000 as the annual budget for audit services. Does this amount include the audits of major programs in accordance with Uniform Guidance/TXGMS? Yes, but please give us your best price.

Approximately how many major federal/state programs do you expect to be tested or want included in the fee?

We have approximately 20-25 federal/state programs, as to which are determined as major, we leave that up to the auditors.

Also, does that include the audits for AADC and AAHFC?

AADC was presented as a DCU of AACOG in FY23; we expect this to remain the same for FY24. We currently are not auditing AAHFC, as there is no requirement for a single audit currently.



13. Related to the compliance portion of the AACOG audit, how many major federal and state programs are expected for each year in the proposal period?
Please reference the 2023 audit for comparison. We do not intend to deviate much from these financials.
14. Under section 1.6.7 the stated indemnification, can that language be edited to accommodate professional and/or accounting firm standards? **Yes**
15. Under section 1.6.1 there is reference to a Business Associate Agreement attachment, but we did not see that in the attachments. Can that be provided for review prior to proposal submission?
Yes. Please see the Attachment C
16. Does the agency expect to have any new accounting system changes/implementations?
None, other than budget software to be integrated with our current accounting software
17. Does the agency expect to prepare the ACFR in its entirety or do they expect the auditors to assist in the preparation of ACFR?
Our auditors have prepared this for us every year

All other conditions of this RFP remain unchanged.

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END OF ADDENDUM

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