

# RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

October 1, 2019

## ADDENDUM NO. 1

FOR

### Request for Proposal (RFP) #1379 – Independent Audit Services

The following changes, additions, deletions or corrections shall become a part of the RFP documents for the project named above and all other conditions shall remain the same. Addendum No. 1 must be acknowledged by placing company name, authorized signer name, title, signature and date at the end of this addendum and include this document in your proposal.

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**QUESTION 1:** 4.1 Scope of the Audit Services, paragraph 2 - The Audit Firm shall submit a proposal to provide the District with audit services for the fiscal year beginning July 1, 2019 and ending on June 30, 2020, and a period not to exceed two (2) years thereafter. Said audit shall include all funds and accounts under the jurisdiction and control of the District. Foundations that support the Colleges and the District and Proposition 39 Performance and Financial audit will be included in the RFP but will require a separate proposal from each audit firm. The District reserves the right to award the Foundation and/or Proposition 39 audits to any responder regardless of the award of the District audit. The contract will be on a year to year basis, renewing annually at the rates specified in the proposal, at the sole discretion of the District, for the three year period.

Just to clarify, you want two (2) separate proposals, **one for the District audit and the other for the Foundation/Prop 39 Performance and Financial audit**, is this correct?

**ANSWER:** Please submit one proposal covering all audits. Per the table on page 19 of the RFP, please include a breakdown of costs and estimated hours for each separate audit.

**QUESTION 2:** When does the District prefer interim and year end fieldwork to occur? Does fieldwork for the foundations typically occur at the same time?

**ANSWER:** The District prefers interim fieldwork to take place approximately the fourth week of May and final fieldwork has typically been scheduled for the second and third week of September. The District Foundation audit typically occurs during these same times, however the college foundations are scheduled around the college staff schedules along with other campus related audits such as Financial Aid and College Auxiliary Services. The District requires that all audit reports be completed in time for review by the Board Fiscal/Audit Committee in November and presented to the Board of Trustees at their December meeting before being submitted to the Chancellor's Office.

**QUESTION 3:** Can you clarify in 4.1 second paragraph, is the District asking for a separate proposal file for the District, Bonds and Foundation, or solely separate cost quotes for each area? (Financial audit will be included in the RFP but will require a separate proposal).

**ANSWER:** Please submit one proposal covering all audits. Per the table on page 19 of the RFP, please include a breakdown of costs and estimated hours for each separate audit.

**QUESTION 4:** Is the audit of the District centralized at the District Office or decentralized at the College campuses?

**ANSWER:** The majority of the audit is centralized at the District Office. Audits related to college-specific activities such as the College Foundations, Financial Aid, College Auxiliary Services, Student Business Offices, and Bookstores would be conducted at the colleges.

**QUESTION 5:** How many Board Fiscal/Audit Review committee meetings does the auditor typically attend each year?

**ANSWER:** There is one Board Fiscal/Audit Committee meeting typically held in the third week of November where the Auditor will present to the committee draft reports for all audits ahead of presenting final reports to the full Board in early December. There has been occasion, based on a particular issue, in which the committee has requested the Auditors attend a second meeting during a given year to address a specific issue.

**Addendum 1: Dated October 1, 2019**

**Proposer:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS IS THE END OF ADDENDUM NO. 1**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**



**Linda Melendez  
Director, Purchasing Services**