



County of El Paso Purchasing Department
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ADDENDA 1

To: All Interested Vendors
From: Oscar Avila, Procurement Data Analyst
Date: October 21, 2019
Subject: RFQ 20-002, Professional Financial Auditing Services for the County of El Paso

This addenda has been issued to alert vendors of the following:

- ❖ **The Opening Date has been extended to Thursday, November 7, 2019 at 2:00 p.m.**
 - ❖ **Deadline to questions has not been extended.**
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The Purchasing Department has received the following questions:

1. Has the County of El Paso begun the implementation process for GASB's 84 and 87?

RESPONSE: GASB 84 is effective for reporting periods beginning after December 15, 2018, since this is after the beginning of the FY2019 (October 1, 2018) the County is not required to implement it for this fiscal year, but would have to implement with FY2020.

GASB 87 is effective for reporting periods beginning after December 15, 2019, since this is after the beginning of the County's fiscal year the County would not be required to implement until FY 2021.

2. What was the total audit fee paid for the 2018 audit?

RESPONSE: County: \$90,000; CSCD: \$17,500; JPD: \$7,300.

3. Why is the County going out for RFQ? Is the incumbent allowed to propose on the audit?

RESPONSE: It is standard practice on all County contracts. The contracts are for a one year period with renewal of the contract on a yearly basis for a maximum of 5 years total. Yes the incumbent is allowed to submit a proposal.

4. Has there been or is there planned turnover in County management or those influential in the financial accounting process?

RESPONSE: There is no planned turnover in County management or those influential in the financial accounting process.

5. Has there been or is there planned changes to the County's accounting software?

RESPONSE: There are planned changes to the County's accounting software.

6. What is most important to the County when selecting an audit firm?

RESPONSE: Expertise and experience in auditing local governments. Refer to evaluation criteria on page 19.

7. How do County finance and accounting employees typically gain their continuing professional education and training?

RESPONSE: Industry conferences and topic specific trainings.

8. The RFQ states "Proposals shall not exceed 50 single-sided pages". Is 25 double-sided pages considered allowable or would the County like 50 single-sided pages?

RESPONSE: Proposal will be submitted in single-sided pages.

9. The proposal calls for an original signature. Can an electronic signature be considered an "original signature"?

RESPONSE: Original signature only. Electronic signature will not be accepted.

10. Is the page limit cover-to-cover or excludes certain elements of the proposal like the title page, table of contents, cover letter or Appendix?

RESPONSE: Yes, the 50-page limit excludes several of these.

11. Do we need to include the Certificate of Interested Parties Form (Form 1295) in the proposal or only fill out if we're the successful bidder?

RESPONSE: Certificate of Interested Parties Form (Form 1295) must be included in the proposal.

12. What is the reason for the RFQ?

RESPONSE: It is standard practice on all County contracts. The contracts are for a one year period with renewal of the contract on a yearly basis for a maximum of 5 years total.

13. Can we please have the prior year fee breakdown for the all of the components of the audit, including the audits of the JPD and CSCD?

RESPONSE: County: \$90,000; CSCD: \$17,500; JPD: \$7,300, based on an all-inclusive maximum price.

14. Have there been any significant changes in staffing and/or policies and procedures recently? Are any significant changes planned?

RESPONSE: There have not been significant changes in staffing and/or policies and there are no planned changes.

15. Has there been any communication from oversight bodies or grantors (State of TX, HUD, etc.) related to compliance with laws or regulations?

RESPONSE: Grant audits. Audit guidelines for EPC, CSCD, and JPD as enclosed with the RFQ.

16. Have there been any audits and/or reviews performed by any third-parties (i.e. granting agencies, State of Texas, etc.) recently? If so, what were the results? When would the financial statement of the component units (UMC, ESD 1, and ESD 2) be completed?

RESPONSE: Yes, results were clean audits. UMC typically provides their Financial Statements in January or February. ESD1 and ESD2 typically provide their financial statements in February.

17. When would the actuary report for the OPEB plan be completed and what will the valuation date be?

RESPONSE: The actuarial report for OPEB is done on a biannual basis with an interim actuarial calculation performed in the off year. The last actuarial study was done for FY2018.

18. Is an actuary report issued for the County's workers' compensation and unemployment liability? If yes, when will the report be completed and what will the valuation date be?

RESPONSE: No, an accrual of claims submitted and claims paid is calculated each year.

19. What assistance, will the internal auditor provide as the RFQ states "the internal audit staff will be available to assist the auditor"

RESPONSE: It is dependent upon the needs of the auditor. RFQ is clear on expectations.

20. What is the status of the County's implementation of GASB Statement No. 84 (Fiduciary Activities)?

RESPONSE: GASB 84 is effective for reporting periods beginning after December 15, 2018, since this is after the beginning of the FY2019 (October 1, 2018) the County is not required to implement it for this fiscal year, but would have to implement with FY2020.

21. What is the status of the County's implementation of GASB Statement No. 87 (Leases)?

RESPONSE: GASB 87 is effective for reporting periods beginning after December 15, 2019, since this is after the beginning of the County's fiscal year the County would not be required to implement until FY 2021.

22. What software does the County use to draft the CAFR?

RESPONSE: The County uses a combination of the Munis CAFR module, excel spreadsheets, and word documents to draft the CAFR.

23. Does the County expect a significant change in operations for 2020 (programs or initiatives, federal/state funding, debt, capital acquisitions)?

RESPONSE: The County does not expect significant changes in operations for 2020.

24. Can we please get the prior year (2018) financial statements for the El Paso County Community Supervision Correction Department and the El Paso County Juvenile Probation Board?

RESPONSE: Refer to Exhibit A for CSCD financial statements and Exhibit B for Juvenile Probation financial statements.

25. Can the signature page go after the title page, or should it be in front of the title page?

RESPONSE: Signature page must be the first page on the RFQ proposal.

26. Would you like 1 original and 6 copies of the price sheets as well, or is the 1 original enough?

RESPONSE: Submit one original copy and six electronic versions of the entire proposal, including price sheet.

27. Are all of the following to be included in the 50 page limit?

- Proposer Guarantees
- Proposer Warranties
- Ethics Training Affidavit
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status and Implementing Regulations
- Health Insurance Benefits Questionnaire
- Conflict of Interest Questionnaire
- Form 1295 – Certificate of Interested Parties
- Sample formats for required reports
- Listing of CPE Classes taken by Engagement Management Team
- Client Reference Form

RESPONSE: Yes, these pages are excluded from the 50-page limit.