



CITY OF ROCKVILLE
ROCKVILLE, MARYLAND

Addendum #1
Request for Proposal (RFP) No. 20-24
INDEPENDENT AUDIT SERVICES
January 26, 2024

ATTENTION:

The following addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Bidders who respond to this RFP. Specific parts of the RFP have been amended. Bidders are required to acknowledge receipt of the addendum by signing in the appropriate space at the end of the addendum. Failure to do so may subject your bid to disqualification. No provided answer to a question may in and of itself change any requirement of the RFP. The following revisions /deletions / additions are listed below; new language has been double underlined and marked in red bold (ex: **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

I.

F. Projected Project Timeline.

<u>DESCRIPTION</u>	<u>TARGET DATE</u>
RFP Issued	January 8, 2024
Offeror's technical questions due via Collaboration Portal	January 19, 2024
Addendum to RFP issued, if required	February 9, 2024 <u>January 26, 2024</u>
Proposals due to the City	February 9, 2024
Oral presentations	February 19-23, 2024
Contract Award	Late March 2024
Notice to Proceed	Late March 2024

QUESTIONS & ANSWERS

INVESTMENT ADVISORY SERVICES QUESTIONS (*italics*) + CITY RESPONSES (red)

1. *In RFP section titled, III. General Instructions for Proposal Preparation and Delivery, A. Proposal Format it states the following: 1. Firm's experience and past performance on local government audits and references – Section A, and then has the proposal layout. Can you please clarify if all information from a-k should be under this section header or should this section header be provided after the transmittal letter. Please provide information related to items a-k after the transmittal letter.* **Please provide information related to items a-k after the transmittal letter.**
2. *Can you please clarify if firms can submit the resumes of the individuals assigned in the Appendix of their proposals. Resumes may be provided in an appendix or within Section III (1)(A)(f), not exceeding two pages per resume.* **Resumes may be provided in an appendix or within Section III (1)(A)(f), not exceeding two pages per resume.**
3. *Are you able to share what the prior year audit fees were?* **FY24 auditing fees are budgeted at approximately \$78,000.**

4. *Are you able to share the budgeted hours from the most recent independent audit RFP? The previous RFP had a budget of approximately \$66,000.*

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME IN THE REQUEST FOR PROPOSAL (RFP).

Additionally, please be sure to submit all required forms with your proposal per this addendum and the solicitation instructions.

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1 BY SIGNING BELOW AND RETURNING A COPY OF THE ADDENDUM WITH YOUR PROPOSAL OR ACKNOWLEDGING IN YOUR PROPOSAL.

ISSUED BY: TJ ELLISON, PRINCIPAL BUYER, 1/26/2024.

NAME OF BIDDER: _____

PROPOSAL DUE DATE: 2:00 P.M. (ET), FRIDAY, FEBRUARY 9, 2024