



March 23, 2021

ADDENDUM NO. 1 TO ALL OFFERORS

Request for Proposal: RFP# 2021-03

Description: PROFESSIONAL AUDITING SERVICES & AGREED UPON PROCEDURES

RFP Date: March 12, 2021

Opening Date: April 12, 2021

Opening Time: 3:00 PM EST

The following questions were received for the referenced request for proposal (RFP):

1. How long have you been with your current service provider?

The City has been with the current service provider since July 1, 2016.

2. What do you see as the City's greatest challenges in the next year?

Integrate the emergency funding for the City to support the public health emergency and concurrently lay the foundation to a strong economic recovery.

3. What do you see as the City's greatest challenges in the next 5 years?

Develop a realistic CIP including School infrastructure and implement a long range financial plan to address needs.

4. You mentioned in your RFP that the auditor will be required to assist in the preparation of the financial statements. What level of assistance is required and which sections of the financials will be the auditors responsibility and which will be the City's responsibility to prepare initially (before required reviews, internally and externally)?

The auditor will be responsible for the financial statement preparation, editing and printing.

5. If possible, please provide us with how many days (interim and final) auditors were on site for field work during the FY 2020 audit of the City and what level of audit personnel was on sight for those time frames?

Interim: 0 days
VRS: 1 day
Final: 2 days

6. Where and when will the City's audit be performed (your preferred timeframe and



location – on-site or off-site / remote) - interim and final fieldwork?

Same as # 5 above

7. Were any bookkeeping or additional services provided in conjunction with the audit of the City FY 2020 and do you anticipate any such services being requested with the 2021 audit or future years audits under this contract? If so, please provide a brief description of these services.

Not at this time.

8. What was the fee for the City's FYE 6/30/20's audit and agreed upon procedures engagements?

\$41,000 – Note: this amount includes audit of component unit: Franklin City Public School and VRS engagement of component unit.

9. Does the City, anticipate any significant operational or financing changes during the term of this contract (current and future potential contract years)? If so, please describe such changes.

Not at this time.

10. Has the City experienced any changes in key personnel, financing or funding during the current fiscal year? If so, please describe such changes.

Personnel: No changes in key personnel
Financing: \$6.2m New Money; \$1.65m Refinancing
Funding: Coronavirus Aid, Relief, & Economic Security (CARES) Act funds, Virginia COVID-19 Municipal Utility Relief Program Funds, upcoming America Rescue Plan funds

Very truly yours,

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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:

RECEIPT OF ADDENDUM A IS ACKNOWLEDGED.

Name of Firm

Signature/Title

Date
