



REQUEST FOR PROPOSAL FOR AUDITOR TO CONDUCT ANNUAL AUDIT FOR THE YEAR 2022 AND SERVE AS THE AUTHORITY’S INDEPENDENT AUDITOR FOR A TWO-YEAR PERIOD

RFP #22-0322CPA - ADDENDUM #1
Date of Addendum: December 13, 2022

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

SCOPE OF ADDENDUM:

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP will be modified as noted above in the RFP section of this Addendum.

Item	Questions and Answers
2.1	<p>Questions:</p> <p>Q1- Provide a copy of the two most recent auditor’s reports A1- DHA will not release the 2 most recent audit reports at this time. The two most recent audit reports will be released to the successful respondent after the contract award if and when there is a successful respondent.</p> <p>Q2- Is the incumbent auditor an eligible bidder? A2- Yes</p> <p>Q3- We perform most audit work remotely and preschedule on-site activities over a predetermined number of consecutive days. Does this arrangement work? A3- Yes, this is the typical arrangement for audits.</p> <p>Q4- In an effort to understand the level of effort currently exerted by the incumbent audit firm, please provide prior year audit’s schedule of onsite auditors for fieldwork (i.e., 2 people for 3 days in February). A4- The incumbent audit firm had to people come onsite in the month of July for four days.</p> <p>Q5- Are there any changes to the services requested in this RFP that were not included as part of the prior year’s audit fees? A5- No</p> <p>Q6- Has there been any significant changes in your operations, programs, or personnel recently? A6- Yes, DHA is now an official Moving to Work (MTW) Landlord Incentives Cohort #3 agency. Our PHA has signed MTW ACC Amendment with HUD. In addition, our PHA elected to use funding flexibility since March 2022 of our PHA’s FY2022.</p>



	<p>Q7- What software do you use to prepare general ledgers and financial statements? A7- SACS, and QuickBooks. There will be a plan conversion over the next FY to transition to AppFolio which is the PHA’s Asset Management software.</p> <p>Q8- When will the books be ready for the audit? A8- By June (it will depend on the approval of the unaudited FDS from HUD)</p> <p>Q9- When will the unadjusted financials be submitted to REAC? A9- The deadline is March 31st.</p> <p>Q10- When will the SEMAP be completed? A10- As a Moving to Work (MTW) agency, our PHA has opted out of being scored under SEMAP & PHAS.</p> <p>Q11- Should the price proposal be submitted separately from the proposal technical response A11- No. Send them all together.</p>
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This addendum shall become part of the RFP and MAY be returned with the RFP. If returning prior to RFP deadline, please submit to kfoster@dothanhousing.org.

RESPONDER (COMPANY NAME): _____

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

END OF ADDENDUM