



ADDENDUM #1
to the Request for Proposals #2025-01
Annual Audit of Financial Statements

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.

This document must be signed where indicated below by a person authorized to sign Submissions and Addenda on behalf of your company, and returned with your Request for Proposals (RFP) submission. Failure to do so may result in rejection of your Submission.

#	Questions Received	NTD Response
1.	Is there a 10% DBE required for the contract?	For this procurement, a separate contract specific goal has not been established; as stated in the RFP.
2.	Is NTD able to consider accepting proposals by email or another electronic method given the short turnaround time between the second round of answers being posted and the proposal due date?	Proposals submitted via email or other electronic methods will not be accepted.
3.	Would NTD consider an exception to Article 7.3 on page 17 of the RFP? Our firm carries a \$10 million professional liability policy which protects us and our clients from claims of negligence in professional services, however, the policy itself contains language within it that states that it will not apply to a project when we take on additional liabilities that may fall under "all damages, costs and expenses."	Exceptions are not likely and is under review by NTD's insurance broker, subject to receiving the relevant policy language in question.
4.	Our firm carries a \$10 million professional liability policy that includes Errors and Omissions insurance, but we do not have two distinct policies as required on page 16, item 5.3 of the RFP. Does NTD consider this acceptable coverage?	NTD will consider this acceptable coverage.

#	Questions Received	NTD Response
5.	Please provide the fees paid for audit services for each of the past three years. If applicable, please indicate if there were any billings above contracted amounts for “out-of-scope” or additional services not contemplated at contract award.	This information will not be provided during an active solicitation.
6.	Is the incumbent firm allowed to propose?	Yes
7.	Do you typically have adjusting journal entries? If so, how many do you typically have?	Yes
8.	What are the expectations for the performance of the fieldwork? Any preferences to perform the work remotely, on-site, or a hybrid model?	Yes – approximately 10-20
9.	Does management prepare the annual Management’s Discussion and Analysis section?	Yes
11.	What general ledger package does NTD use?	Sage 100
12.	Do you typically have adjusting journal entries? If so, how many do you typically have?	Yes – approximately 10-20
13.	Has NTD evaluated the impact of GASB 101, Compensated Absences, will have on the financial statements?	Yes
14.	Is there anything about your current audit process that you would like to be changed in the future?	No
15.	What are the three biggest challenges affecting NTD?	Complex funding sources, aging systems, staffing
16.	Have there been any disagreements between management and your independent auditor during the prior three engagements?	No
17.	Did the incumbent auditors meet the pre-determined deadlines?	Yes
18.	What are the most important factors that you will be considering when making your decision related to the RFP?	Outlined in RFP, 13.0 Award Procedure.
19.	Are there any significant organizational, governance, or administrative changes in NTD (or pending changes) that will have an impact on the audit process moving forward?	None anticipated

Proposal Timeline Change

The Request for Proposals (RFP) schedule deadline dates have been changed as noted herein, and modifies the deadlines stated in the RFP. The proposal schedule deadline dates are as follows:

First Round Addenda Release:	January 10, 2025, no later than 4:00 p.m.
Final Questions Due:	January 16, 2025, no later than 11:00 a.m.
Final Addenda Release	January 21, 2025, no later than 4:00 p.m.
Proposals Due:	January 28, 2025, no later than 2:00 p.m.

END OF ADDENDUM #1

Proposer acknowledges receipt of Addendum #1 to the Request for Proposals #2025-01 for Annual Audit of Financial Statements and must sign and return this page with their Proposal.

Proposer: _____

Authorized Signature: _____ Date: _____

Typed Name: _____ Title: _____