



ADDENDUM NO. 2

RFP#7-2014/2015 WKGC-AM/FM/HD Financial Audit Services

Addendum for WKGC Financial Audit RFP#7-2014/2015 is amended in the following particulars and in these particulars only. All provisions of the original documents shall remain in force, except as specifically modified or changed herein or by other Addenda issued by GCSC. This Addendum is hereby made part of the Contract Documents of the RFP.

RESPONSE TO WRITTEN QUESTIONS RECEIVED:

- Question #1:** Can the college provide the last two years of audit statements?
❖ **This information was provided in addendum #1, which can be found at http://www.gulfcoast.edu/procurement/solicitations_awards/default.htm.**
- Question #2:** Can the college disclose fees paid for audits?
❖ **The college paid \$12,500.00 for 2013 audit and \$12,500 for 2014 audit**
- Question #3:** Does WKGC anticipate any upcoming audits will qualify as Federal or State Single Audits?
❖ **No**
- Question #4:** Why has the radio station issued the Request for Proposal (RFP)?
❖ **To employ an audit firm and ensure the price is competitive.**
- Question #5:** Is the prior audit firm of Clifton Larson Allen LLP being asked to respond to the current RFP?
❖ **By law when the college solicits for bids or proposals, it is open to all that meet the requirements of RFP. The criteria and scoring method that will be used for every proposal is listed on sheet 10 of RFP#7-2014/2015.**
- Question #6:** What accounting system is utilized to the books and records to be audited?
❖ **Banner**
- Question #7:** Does the accounting department have written policies related to accounting that outline internal controls over financial reporting and compliance?
❖ **The Accounting department does not have written policies. However, the college does follow the Florida College System Accounting Manual, Florida State Statutes and the college is audited yearly.**
- Question #8:** How many hours did the audit firm invoice for the audit of June 30, 2013 and 2014 financial audit?



- ❖ **Audit cost was a flat fee quote.**

Question #9: How many days did the auditors spend onsite performing audit fieldwork and how many auditors where onsite?

- ❖ **It took less than a week and there were two (2) to three (3) auditors.**

Question #10: What is the budgeted amount to pay for the June 30, 2015 audited financial statements?

- ❖ **\$12,500**

Question #11: Who are the individuals deemed the audit committee for your organization?

- ❖ **Per RFP, the point of contact is Fred Brown, Procurement Director and it states, "Under no circumstances may a proposer contact any member of the District Board of Trustees, GCSC Administrators, or GCSC employees concerning this solicitation until after award. Any such contact may result in proposal disqualification." Therefore in an effort to protest all proposers and to be fair the college will not release that information until after award**

Question #12: How soon will books be closed and ready for audit after June 30, 2015?

- ❖ **October 01, 2015**

Question #13: How long has the individual in charge of accounting been with the college in their current position?

- ❖ **Has been doing radio financial statements for nineteen (19) years**

Question #14: Is there any turnover expected to occur of key employees within the accounting department during the period covered by this RFP?

- ❖ **Expected, No**

Question #15: Are there any other accounting or auditing problems/difficulties that we should know about?

- ❖ **No**

Question #16: Are there any auditor recommendations as it relates to internal controls in the last few audits?

- ❖ **No**

Question #17: Are there any material current events that will affect WKGC-AM/FM/HD during the prior fiscal year (lawsuits, debt issuances, changing software, new programs, loss/gain of major funding source, etc)?

- ❖ **No**

Question #18: Have the auditors recommended journal entries (entries that were either posted or passed on by WKGC-AM/FM/HD) in any of the last several years?

- ❖ **Yes**



Question #19: When have interim or planning procedures for the audit historically been performed by the audit firm? What about fieldwork? Did those dates work for you?

- ❖ **Little or no planning that affected the college. Fieldwork done prior year during week of October 20th. Dates worked well for college.**

July 06, 2015 at 4:00PM is the last date and time vendors can submit questions on this project. All vendors are responsible for receiving and reading Addendums on project. All Addendums will be post at gulfcoast.edu/procurement.

Fred Brown, Procurement Director

Signature