GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

**Addendum No. 1**

**Responses to Submitted Questions Request for Proposal No. 20-001**

**March 17, 2020**

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INDEPENDENT AUDIT SERVICES, RFP NO. 20-001

REQUEST FOR PROPOSAL

# ADDENDUM NO. 1

**March 17, 2020**

**REQUEST FOR PROPOSAL # 20-001**

**INDEPENDENT AUDIT SERVICES**

This Addendum No. 1 responds to submitted questions as it relates to RFP #20-001 Independent Audit Services (“RFP”) previously issued by the Gavilan Joint Community College District (“District”) before **March 13, 2020** by **5:00 p.** m.

Question No. 1:

Answer No. 1:

Question No. 2:

Answer No. 2:

Question No. 3:

Answer No. 3:

Question No. 4:

Answer No. 4:

Question No. 5

Answer No. 5

Question No. 6

Answer No. 6

What were the prior year fees? Was last year’s scope the same as stated in the RFP? (i.e. same reports)

2018-19 fees totaled $68,000.00 for District & Foundation and $7,500 for the Bond audits. The scope is the same as the prior year.

Did Gilbert & Associates perform any additional services beyond the scope of the RFP?

Additional professional services were performed in preparing District financial statements.

What is the District’s preferred timing for interim and year-end fieldwork?

Preferred timing for interim is end of May or June and year-end field work is sometime between the last week in September to end of October.

When are the District’s financial records closed and available for the auditors? Anticipated year-end close is the middle of September.

Does the District prepare its conversion entries to convert fund financial to the full-accrual financial model reported in the audited financial statements?

Some entries, and others with the guidance of the audit firm

Will your auditors be able to obtain electronic data files from the Banner system (accounting and attendance)?

Yes, as much that is possible from the Banner system.

Question No. 7:

Answer No. 7:

Question No. 8:

Answer No. 8:

Question No. 9:

Answer No. 9:

Question No. 10:

Answer No. 10:

Question No. 11:

Answer No. 11:

Question No. 12:

Answer No. 12:

Question No. 13:

Answer No. 13:

Are there any recent or future changes that could impact the audit in the upcoming year (not in the 6/30/19 report)? (i.e. new debt issues or construction projects).

The District may be looking at local bond refunding and there is ongoing construction with the issuance of Measure X.

Do you have any new federally funded programs with significant expenditures (expected to exceed $300k by 6/30/20)?

No.

Are the auditors expected to prepare the Foundation’s Form 990 Tax Return?

Yes, the District wants a quote included for tax services related to the Foundation.

Are specific reasons the District is going out for bid?

Yes, it is the District normal process to go out for bid at the end of the contract and/or five-year term.

Were there any prior year audit service issues?

There were no prior year issues with the services provided by the auditors.

Can electronic signatures and electronic copies be accepted?

Yes, given the COVID-19 Shelter in Place, the District will except both electronically.

Will the District be willing to extend timeline for submittals?

Yes, the deadline for submitting proposals is extended until March 27, 2020.

# END OF ADDENDUM NO. 1