

TOWN OF DUNDEE
RFQ 25-01 AUDITOR SELECTION
VENDOR QUESTIONS

1. **Terms and Conditions – General Provision Clauses, 5) Proposals f) notes: “Telegraph, telephone, e-mail, electronically transmitted, posted (USPS, FedEx, UPS, etc.) or facsimile (FAX) bids shall not be considered”. Please confirm that proposals should be hand delivered, and UPS is not accepted.**

Correct – hand delivery is required.

2. **RFP section VIII Submission of Proposals notes “Proposals shall be received by the Town of Dundee Town Clerk, Erica Anderson, by hand-delivery no later than 12PM on March 12, 2025...” Please clarify: how many proposal hard copies does the Town require for submittal?**

Five (5) copies.

3. **What were the audit fees for the previous two year-ends?**

This request will be treated as request for public records pursuant to Chapter 119 of the Florida Statutes. As such, the Town will respond to same in strict accordance with applicable Florida law.

4. **Is the supporting documentation available electronically?**

Bid documents are available electronically.

5. **Does the Town prefer onsite, remote or hybrid audit fieldwork?**

The Town has no preference; however, the selected auditor will be required to present any and all findings to the Town Commission in-person; and, from time-to-time, in-person appearances will more likely than not be requested by the Town Commission and/or Town Administration

6. **We noticed that the 2023 audit was issued recently in January. When will the Town be ready and prepared to start the 2024 audit?**

This is unknown at this time: likely timeframe would be middle to late may 2025 at the earliest.

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7. In reviewing the RFP, there was no requested timeline for completing the audit. Outside of trying to complete by the State deadline of June 30, is there a preferred timeline for getting started on the audit for future years audits?

In the future the Town should be ready for audit in February with a targeted audit completion date by the second Town Commission meeting in April.

8. Will you need a single audit (federal or state) for 2024 audit? Do you anticipate needing one for 2025 based on current grant activity?

To my knowledge the answer is no to both, but I have not looked into the grant activity for these years... the federal or state funds used in each year (excluding use of ARPA) need to exceed \$750,000 (assessed independently for both federal and state). I would respond that as of now a federal or state single audit is not likely in either year but in 2025, the alternative compliance examination for use of ARPA State and Local Fiscal Recovery Funds (SLFRF) will likely be necessary.

9. What software is the Town using for their general ledger and utility billing?

The Town uses an integrated accounting information system called MCSJ produced by GovTech and utilizes this for GL, AP, Capital Assets, AR and Utility Billing.

10. What is the anticipated date for approval of the selection of the auditor from the Auditor Selection Committee? Do you anticipate having an interview process?

The bid opening date for RFP 25-01 by the Auditor Selection Committee will take place on April 4th 2025 at 9:00 am there will not be an interview process.

11. Has the Town engaged any outside financial and/or accounting assistance to aid in its preparation for the FY24 audit?

Mike Brynjulfson, CPA

12. What were the fees paid to the prior auditors for the 2021, 2022, and 2023 audits?

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	2023	2022	2021	
AUDIT	\$ 34,730.00	\$ 36,380.00	\$ 33,385.00	
NON AUDIT SERVICES	\$ 7,443.98	\$ 8,350.47	\$ 7,557.67	
Audit includes ACFR review procedures and 218.414 examination.				
Non audit services include financial statement preparation, annual financial report preparation and other nonaudit service such as new standard implementation assistance.				