

RFP 2025-07 Professional Auditing Services

RFP 2025-07

ADDENDUM NO. 1

Exhibit B

JEFFERSON COUNTY  
BOARD OF COUNTY COMMISSIONERS



**ADDENDUM NO. 1 TO  
REQUEST FOR PROPOSALS NO: 2025-07  
PROFESSIONAL AUDITING SERVICES**

Issued August 5, 2025

**SECTION 1.0 SCHEDULE OF EVENTS**

Failure to comply with this or any other paragraph of this RFP shall be sufficient reason for rejection of the Proposal.

***All times listed in the Schedule of Events are Eastern Standard Time (EST)***

<b><i>Event</i></b>	<b><i>Date/Time</i></b>
Proposal Advertisement Date	July 16, 2025
Release of Request for Proposals	July 16, 2025
Questions Due from Prospective Bidder	July 30, 2025
Responses to questions due	August 5, 2025
<b>PROPOSALS DUE TO BOCC</b>	<b>August 19, 2025 @ 3:00 P.M.</b>
Bid Opening Date	August 19, 2025 @ 4:00 P.M.
Oral Presentations (if needed)	TBD
Posting of Intended Award	August 26, 2025
Board Consideration of Intended Award	September 4, 2025
Posting of Notice of Award	September 11, 2025

**This addendum is being posted to inform prospective bidders of questions received.**

Q1: What is the estimated budget for the requested services under this solicitation?

A1: The county has allocated a budget of up to \$150,000 for auditing services.

Q2: Is the current auditor eligible to bid on this solicitation?

A2: All submitted proposals, including those from the current auditor, will be evaluated thoroughly and impartially based on the criteria outlined in this RFP.

Q3: Please provide details of the individual who will oversee the audit process and respond to requests for information on behalf of the County and provide their qualifications, including education and experience?

A3: The Clerk of Court will assume responsibility as the main point of contact for the audit along with the finance staff.

Q4: How many journal entries were recorded in the prior year (2024) and prior year (2023)?

A4: Below are the recorded journal entries by prior year:

Journal Entries 2024 - TBA-FY2023-2024 audit in process now.

Journal Entries 2023 - 36 adjusted journal entries for FY2022—2023.

Q5: What qualifies a vendor as “local” to obtain local preference points?

A5: Per Bid Proposal Form 19 – The entity (1) is a responsible and responsive vendor; (2) has a fixed office or distribution point located in and having a street address within Jefferson County currently and for at least six months immediately prior to the County’s issuance of the solicitation or request for competitive bids or quotes; (3) holds a current business tax receipt and any business license required by Jefferson County and, if applicable, the City of Monticello; (4) is the principal offeror who is a single offeror, a business that is the prime contractor and not a subcontractor, or a partner or joint venture submitting an offer in conjunction with another business; and (5) has at least one (1) full time employee whose primary residence is in Jefferson County, at least two (2) part time employees whose primary residence is in Jefferson County, or, if the business has no employees, is at least 50 percent owned by one or more persons whose primary residence is in Jefferson County

Q6: What were the annual audit fees paid to the incumbent auditor for the past three fiscal years?

A6: Below are the fees charged by the previously contracted professional auditing firm based on engagement letters and any amendments to the engagement letters:

Fiscal Year Ending September 30, 2024:

Audit of Financial Statements and Related Examinations: \$92,000.00

Fiscal Year Ending September 30, 2023:

Audit of Financial Statements and Related Examinations: \$91,000.00

Fiscal Year Ending September 30, 2022:

Audit of Financial Statements and Related Examinations: \$90,000.00

Q7: Are there any expected changes in operations, organizational structure, or funding sources that may affect the scope of the audit?

A7: No organizational restructuring, operational modifications, or adjustments to funding allocations are currently planned or foreseen that would necessitate alterations to the agreed-upon scope of work for this RFP.

Q8: What accounting systems or software are currently used by the County?

A8: County departments employ different accounting software systems to manage their financial records and reported below is what is currently utilized by the county and the constitutional offices:

- Board of County Commissioners - AccuFund
- Clerk of the Circuit Clerk – AccuFund
- Property Appraiser – QuickBooks
- Sheriff – Sage 50
- Supervisor of Elections – QuickBooks
- Tax Collector - Sage

Q9: Are there any unresolved or ongoing legal, regulatory, or audit issues that should be considered in planning the engagement?

A9: The previous fiscal year's audit is still in progress due to mid-year accounting software replacement from PACE to AccuFund and staffing changes. To the best of our knowledge, there are no current unmitigated legal, regulatory, or audit issues that are likely to significantly affect the upcoming external audit process.

Q10: What level of on-site presence is expected during the audit fieldwork versus work that may be conducted remotely?

A10: The audit fieldwork will involve a combination of on-site and remote procedures, with specific on-site requirements to be discussed and agreed upon with the audit team.

Q11: Based on the tab requirements (tabs 1-5), there is no place in the proposal sections to address items 2-4 of the evaluation criteria. Where shall proposers provide information to respond to the evaluation criteria?

A11: Items 2-4 responses go under Tab 2 – Executive Summary and Qualification Application. Respondents may include additional pages as needed for detailed explanations or

supplementary information that enhances their response and demonstrates their understanding of the requirements

Q12: Form 2 (Qualification Application and Questionnaire), item 3, requests current projects underway with contact information. We have 50+ current projects, which means there is not enough room on the form or within the allowed pages for the section to provide the required information. Where shall proposers provide information to respond to this requirement?

A12: If the provided space is insufficient, please attach additional pages for your complete response.

Q13: Form 2 indicates 3 pages, front and back. Please confirm this means we can submit 6 pages single-sided?

A13: Documents may be submitted either as double-sided pages or as six separate, single-sided pages.

Q14: Do we need to submit 7 original proposals or 1 original and 6 copies?

A14: Please provide seven (7) hard copy proposals: one (1) marked 'Original' and six (6) marked 'Copy'.

Q15: Please confirm proposals are to be submitted to 1 Courthouse Circle, Monticello, FL 32344.

A15: As per page 4 of the solicitation, proposals should be submitted no later than August 19, 2025, at 3:00 P.M. to the Clerk of Court's Office at 1 Courthouse Circle., Monticello, FL 32344.