



CITY OF TORRINGTON

Addendum # 1

ADDENDUM 1 HAS BEEN ISSUED PERTAINING TO SUBMITTED QUESTIONS WITH ANSWERS REGARDING FORENSIC AUDIT SERVICES FOR THE CITY OF TORRINGTON

RFP #FAS-011-082815 FORENSIC AUDIT SERVICES

Date of bid opening: **August 28, 2015** Time: **11:00 AM** Location: **City Hall, 140 Main St., Room 206, Torrington, CT**

Submit signed addendum with bid.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: August 21, 2015

Purchasing Agent _____
Pennie Zucco

Bid Submitted By: _____

Name of Company _____

Signature

Address _____

Title

Date _____

QUESTIONS/ANSWERS: 8/21/15

Q-1) Is the City's purchasing function centralized or does the City and Board of Education operate independently?

A-1) Board of Education purchasing function is independent of the City's.

Q-2) Will Board of Education members be made available for interviews and assistance, if needed?

A-2) The City will make all efforts to have board members available for interviews

Q-3) Will the Board of Education Business Service employees be made available for interviews and assistance, if needed?

A-3) Education Administration and business personnel will be available for interviews and assistance

Q-4) Does the City and Board of Education have standardized internal controls?

A-4) The City has standardized internal controls and we assume the Board of Education does as well.

Q-5) If the City and Board of Education does have standardized internal controls, are they up to date and documented?

A-5) The City's protocol and procedures are documented. We assume the Board of Education has documentation as well

Q-6) Does your External Auditor evaluate and test the City and Board of Education internal controls?

A-6) The External Auditor does random evaluation of internal controls on a limited basis.

Q-7) Does the City intend to provide workspace to the contractor?

A-7) The City anticipates providing sufficient documentation for the work to be done remotely. However, if workspace is necessary, we will make space available.

Q-8) Appendix "D" is a Schedule of Professional Fees and Expenses. This appendix indicates that the rates are for services performed outside the specific scope of work. Does the City anticipate outside scope services such as expert witness testimony?

A-8) No

Q-9) How does the City want the in scope cost proposal to be submitted, (Lump Sum or Hourly) and does the City have a specific format you would like our cost proposal submitted?

A-9) The City would prefer to have an hourly rate and would appreciate receiving an estimate of the amount of time the auditor deems would be needed to complete the audit (2 year review of transactions and related documents)

Q-10) We are very interested in submitting our proposal for Forensic Audit Services (FAS-011-082815), however we are not a CPA Firm but a consulting firm with CPA and CFE Forensic Accountants who specialize in conducting forensic audit engagements. Please let me know if a consulting firm will be considered or whether the proposal must come from CPA firm.

A-10) A consulting firm will be considered. The requirements that the audit must be performed by a qualified CPA.