

# RFP 2025-BRAA-04

## Auditor Services

### Addendum #1

**1. Is there a typical or preferred timing for Fieldwork timing?**

Please refer to the RFP for additional information. Typically, fieldwork occurs in March.

**2. Is hybrid and/or remote fieldwork acceptable?**

Yes.

**3. Any major operational or personnel changes?**

None planned.

**4. Any new federal programs anticipated over the duration of the contract?**

Yes, we expect to receive federal grants during this contract.

**5. Any planned debt issuances or major changes in operations planned?**

No.

**6. Is the incumbent auditor invited to bid?**

Yes.

**7. Does the Authority have a budget for the audit services? If so, can this be shared?**

There is no current budget for audit services.

**8. Any instances of fraud or suspected fraud within the last 3 years?**

No, there have been no internal fraud or suspected fraud in the last 3 years.

**9. What level of assistance can we expect from your finance team?**

Our financial team works closely with our current auditors to get them everything they need as quickly as possible. This will remain the case with the new contract.

**10. Is the Authority looking for assistance with any non-attest services (Lease's, SBITAs, Fixed Assets, etc.)?**

Not currently.

**11. What is the total Asset?**

Total Assets in FY24 were \$240,015,567

**12. What is the total Revenue?**

Total Operating Revenue in FY24 was \$8,495,534. Total Non-Operating Revenue in FY24 was \$1,096,315.

**13. Who are your current auditors?**

Grau & Associates.

**14. Is there a policy of mandatory rotation?**

No.

**15. Is there a local preference for Auditors?**

No preferences are stated in the RFP, and the Auditor Selection Committee will evaluate the proposals in accordance with the evaluation criteria contained in the RFP.

**16. How long have you been working with the current Auditors?**

Since the FY14 Audit.

**17. What is the selection criterion for submitted responses?**

Please refer to the RFP.

**18. Who does the audit report go to?**

Please refer to the RFP for additional information. The Audit Report will be presented to the Airport Authority Board.

**19. Who prepares the CAFR?**

Our Auditor.

**20. What are the qualities in an auditing firm that you deem most important?**

Please refer to the RFP.

**21. Has anything significant occurred in the current year, which is different from prior years?**

The Airport Authority acquired three additional leases at the start of the current year.

**22. Do you anticipate any changes to your accounting software in the next year? What software do you currently use?**

We currently use Sage 50, but we are exploring other options with the possibility of changing in the upcoming year.

**23. Can you please provide the audit fees paid for the 2022, 2023 and 2024 audits, including any change orders and single audits.**

FY24: \$23,300

FY23: \$23,000

FY22: \$26,000

**24. What were the Federal and State Single audit fees for fiscal years ended September 30, 2022, 2023, and 2024?**

FY24: \$3,500 for state single audit.

FY23: \$3,500 for state single audit.

FY22: \$7,000 for state and federal single audits.

**25. Does the current auditing firm draft your financial statements?**

Yes.

**26. Do you prefer the audit team to work on-site or remotely? (We understand that the partner and manager will need to attend meetings in person).**

Both methods are acceptable.

**27. Would you like planning/interim procedures to be performed? If so, what timing do you prefer?**

Please refer to the RFP.

**28. When is the final TB generally ready to be provided to the auditor? What about the SEFA?**

Generally, these are provided to the auditor in February/March.

**29. When do you prefer final audit procedures to be performed? What is the date you prefer to issue the financial statements.**

Please refer to the RFP for additional information. Our financial statements are usually presented at the May board meeting.

**30. Were there any “out-of-scope” services performed by the current auditor during their tenure? If so, what were the related services and corresponding fees?**

No out-of-scope services were performed.

**31. Did the current auditor report any findings or recommendations in the past two fiscal year audits?**

There were no findings.

**32. The RFP includes a sample agreement. Please confirm the Authority will allow an annual audit engagement letter to serve as part of the agreement to cover and clarify all requirements set forth by auditing standards generally accepted in the United States of America (GAAS), Government Auditing Standards, the OMB Uniform Guidance, the Florida Single Audit Act, firm standards, and applicable federal and state laws, rules, and regulations.**

Yes.

**33. Regarding Article 5 – Indemnification of the sample agreement, please confirm that this language can be tailored to explicitly adhere to the AICPA Code of Ethics. As a reminder, external auditors cannot agree to indemnify the client for damages, losses or costs arising from lawsuits, claims or settlements that relate, directly or indirectly, to the client’s acts (ET sec. 1.228.020 of the “Engagement Contractual Terms” subtopic (ET sec. 1.228) under the “Independence Rule” of the AICPA Code of Professional Conduct (AICPA, Professional Standards)).**

Yes. Upon award, the BRAA will negotiate with the selected proposer to ensure that the indemnification requirements comply with the AICPA Code of Ethics.

**34. Our IT security policy requires USBs to be password protected, and we request sending the password via email to the designated procurement contact prior to submission deadline. Will this be acceptable?**

Yes, this is acceptable.

**35. Can you please clarify if the following items are a part of the 15-page limit: Cover page, cover letter, Table of Contents, resumes, and forms.**

Refer to the RFP for additional information. The 15-page limit excludes financial information and litigation and other contract dispute information.

**36. In RFP section Part B: Proposal Requirements, 1. Summary of Experience and Qualifications, it states: “A detailed summary of experience and qualifications to perform the services required under this RFP, including its experience performing audits for Florida airport authorities and/or special districts, any equipment, licenses, permits or training certifications necessary for the performance of the services or indicative of the Proposer’s assigned audit manager or partners qualifications to perform the services.” In section 7.5. Evaluation Criteria, Part A. Technical Proposal, Expertise and Experience, it states, “The quality, expertise and experience of the firm’s professional personnel to be assigned to the engagement.” Can you please clarify if you would like resumes of just the assigned audit manager and partner or the entire engagement team?**

The auditing firm will be ranked by the criteria listed in the evaluation criteria section. As expressed in the above question, one of those criteria is “the quality, expertise and experience of the firm’s professional personnel to be assigned to the engagement”. Some additional criteria are “qualifications and experience of the proposing company and assigned staff”, “the firm’s past experience and performance on comparable government engagements”, and “the firm’s experience conducting audits for Florida airport authorities and/or special districts”. It is up to the respondent as to how they would like to show that they meet these criteria. This could include resumes, references, or some combination thereof.

**37. In the previous three years, were there any additional fees charged by your current firm? If so, what were they related to and for how much?**

There were no additional fees charged.