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May 11, 2023

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR PROPOSAL 23-01
EXTERNAL AUDITOR SERVICES
FOR THE JACKSONVILLE PORT AUTHORITY

The item(s) of this Addendum shall modify and become a part of the contractual documents for this project as of this date.
(Failure to acknowledge this addendum may be grounds for rejection of proposal.)

Item No. 01

Throughout the Specifications and all E-Builder Notifications regarding this RFP, **REMOVE:** *“If a firm or partnership makes the Proposal, the name and address of each member of the firm or partnership must be stated.”* as listed under Section 1.08(G), third sentence in paragraph and **REPLACE WITH:** *“If a firm or partnership makes the Proposal, the name and address of each member who will be assigned, oversee, or be otherwise responsible for directly working with JAXPORT.”*

Item No. 02

Throughout the Specifications and all E-Builder Notifications regarding this RFP, **REMOVE:** *“January 10, 2018”* as listed within the paragraph under Section 4.11(5) and **REPLACE WITH:** *“January 10, 2024.”*

ATTACHMENTS TO CONTRACT SPECIFICATIONS

Attachment No. 01 – *Response to Question(s) submitted via Email and/or E-Builder*

Acknowledgment of the following addenda is hereby made:

Addendum #1, Dated: _____ Initials _____

Company: _____

NOTE: THIS ADDENDUM SHALL BE ACKNOWLEDGED ON THE PROPOSAL FORM OR UPLOADED WITH PROPOSAL PACKAGE IN E-BUILDER. FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR REJECTION OF PROPOSAL.

PLEASE VISIT [HTTPS://WWW.JAXPORT.COM/PROCUREMENT/](https://www.jaxport.com/procurement/) OR CALL PROCUREMENT SERVICES AT (904) 357-3455, PRIOR TO THE PUBLIC OPENING TO DETERMINE IF ANY ADDITIONAL ADDENDA HAVE BEEN RELEASED ON THIS PROJECT.



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**REQUEST FOR PROPOSAL 23-01
EXTERNAL AUDITOR SERVICES
FOR THE JACKSONVILLE PORT AUTHORITY**

RESPONSE TO QUESTIONS

1. What were the audit fees paid for fiscal year 2021 and fiscal year 2022?

ANSWER: \$102,050 and \$106,650

2. Were there any “out-of-scope” services performed by the auditor in either FY2021 or FY2022? If so, what were the services and related fees?

ANSWER: FY \$7,500 (GASB87 Implementation Study)

3. How long has the current auditor been engaged for?

ANSWER: Since 2009

4. How much have you budgeted for the requested audit services?

ANSWER: \$100,000 - \$105,000

5. What is the reason for considering a change in auditors?

ANSWER: The current contract is due to expire

6. What did you pay for audit fees for each of the past three years?

ANSWER: \$97,655 (year 1), \$102,050 (year 2), and \$106,650 (year3)

7. What has been the typical audit team makeup and duration during the field work phase of the audit in prior years?

ANSWER: *Lead Auditor (Partner), Audit Manager, 3-4 Staff personnel*

8. Do you prefer this to be a primarily off-site or on-site audit?

ANSWER: *No preference – as dictated by workload and interface time needed*

9. Do you maintain fixed assets accounting records & calculate depreciation?

ANSWER: *Yes*

10. Section 1.08 (G) notes that Partnerships must include name and address for each member of the firm. Can you please clarify which members should be included? We have 2500+ team members in our firm.

ANSWER: *REVISE SENTENCE TO READ: “If a firm or partnership makes the Proposal, the name and address of each member who will be assigned, oversee, or be otherwise responsible for directly working with JAXPORT.”*

11. Section 4.11 (5) notes final report delivery of January 10, 2018. Please provide updated date.

ANSWER: *REVISE DATE TO READ: “January 10, 2024”*

12. How long has the Port been engaged with the current auditor and is that firm eligible for rehire?

ANSWER: *Since 2009 and the current firm is eligible to submit a proposal for evaluation.*

13. Have there been any problems or issues with the audit in the past and do you foresee any issues or problems with the upcoming audit?

ANSWER: *No*

14. Does the current auditor provide any other services outside of the scope of the RFP?

ANSWER: *See answer to question 2*

15. What has the Port budgeted for the services covered in the scope of the RFP?

ANSWER: *See answer to question 4*

16. What has been the typical audit team makeup and duration during the field work phase of the audit in prior years?

ANSWER: *See answer to question 7*

17. What are the total fees paid to the audit firm over the last three years for external audit services?

ANSWER: *See answer to question 6*

18. Have there been any changes in key management at the Port in the last 2-years?

ANSWER: *No*

19. Why are you considering a change in auditors?

ANSWER: *See answer to question 5*

20. What accounting system does the Port use and are there any other software or applications significant to the financial reporting function?

ANSWER: *Great Plains / BI360 Reporting software*

21. Does the Port plan on changing accounting software in the next three years?

ANSWER: *No, not currently*

22. What auditor attributes are most appreciated by the Port?

ANSWER: *Timeliness, Completeness, Proactive two-way communication*

23. Has there been any significant changes to the Federal and State Grants from the prior year?

ANSWER: *Not aware of any*

24. Are there any ongoing or anticipated external audits from regulators?

ANSWER: *No*

25. Does the Port have a preference to on-site or remote work?

ANSWER: See answer to question 8

26. Has the Port issued any new bonds recently or does it anticipate issuing any in the near future?

ANSWER: Anticipated 2025

27. The 2021 audit noted a significant deficiency. Has that deficiency been corrected?

ANSWER: Not aware of any significant deficiency

28. Since the 2022 audit is not yet available on the Auditor General website, have there been any discussion about potential findings in the current audit?

ANSWER: The FY2022 Audit Report was provided to you as part of the solicitation

29. Based on review of the Port's board minutes it appears that in the prior year, the same service provider was used by the Port for internal and external audit services. We also understand the Port is currently evaluating proposals for internal audit services which we have submitted a proposal. Understanding independence complexities, can 1 firm propose on both the internal and external audits?

ANSWER: The Internal and External Auditor Services are two separate independent solicitations and yes, any potential bidder can submit a proposal on each individual RFP as long as they meet the requirements. JAXPORT intends to awarded each RFP to the one (1) Proposer that, when evaluated, has submitted the most responsive and responsible proposal and is deemed to be in the best interest of both entities.

30. In regard to the 10-points awarded for "local preference", our practice has decentralized substantially since the pandemic. Although we still maintain four (4) physical offices in Florida, many of our Auditors' primary work locations are outside of these physical offices, including locations on the First Coast. For awarding points, would you consider the assigned work locations of our primary audit team members *or* are you only interested in our nearest office location?

ANSWER: Yes, we will consider the assigned work locations of the primary audit team members