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May 5, 2026

ADDENDUM NO. 01
TO
SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
REQUEST FOR PROPOSAL NO. 26-05

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.)

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.



Post Office Box 3005
 2831 Talleyrand Avenue
 Jacksonville, Florida 32206-0005

ADDENDUM NO. 01

**SPECIFICATIONS AND CONTRACT DOCUMENTS
 FOR
 REQUEST FOR PROPOSAL NO. 26-05
 EXTERNAL AUDITOR SERVICES
 FOR THE
 JACKSONVILLE PORT AUTHORITY
RESPONSE TO QUESTIONS**

1. What were the audit fees paid for fiscal year 2024 and fiscal year 2025?

ANSWER:

Audit services	FYE 2023	FYE 2024	FYE 2025
Audit of the financial statements (including the report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America; report on the internal control structure; report on compliance and internal controls over compliance in conjunction with expenditures of federal awards and state financial assistance.	\$107,000	\$111,000	\$116,000
Total	\$107,000	\$111,000	\$116,000

2. Were there any “out-of-scope” services performed by the auditor in either FY2024 or FY2025? If so, what were the services and related fees?

ANSWER: Additional fees were incurred for the FY2024 audit due to the need for expanded grant testing (2 additional grants) related to the single audit. The total additional fee amounted to \$16,000.

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

ANSWER: 17 years

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

ANSWER: The audit fieldwork phase has typically been supported by a team consisting of a manager and two to three associates, with ongoing communication and oversight from the audit partner throughout the engagement. Typically this process is 6-8 weeks of fieldwork.

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

ANSWER: We have found that an on-site audit approach for fieldwork typically works best for our team.

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

ANSWER: Microsoft Great Plains

7. What were the fees paid under the most recent contract period with your current firm for these services?

ANSWER:

Audit services	FYE 2023	FYE 2024	FYE 2025
Audit of the financial statements (including the report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America; report on the internal control structure; report on compliance and internal controls over compliance in conjunction with expenditures of federal awards and state financial assistance.	\$107,000	\$111,000	\$116,000
Total	\$107,000	\$111,000	\$116,000

8. Were there any additional fees paid for other services or out of scope work during this period? If so, how much and what for?

ANSWER: Additional fees were incurred for the FY2024 audit due to the need for expanded grant testing (2 additional grants) related to the single audit. The total additional fee amounted to \$16,000.

9. Do you have a preference of field work being conducted on-site, hybrid, or fully remote?

ANSWER: We have found that an on-site audit approach for fieldwork typically works best for our team.

10. Do you have a preference for the audit's firm's location?

ANSWER: Regional presence preferred for expedience of communications with capabilities to staff on-site when needed for fieldwork.

11. Does the Port's team prepare the financial statements in their entirety or does the audit firm assist with this process? If they assist, to what degree?

ANSWER: JAXPORT finance team prepares the financial statements. Audit firms usually provide some guidance on syntax and formatting.

12. During the most recent audit period, did the auditors provide the Port with any journal entries? Please provide listing if so. Please identify normal journal entries provided by the auditor (ie FRS) versus true audit entries found by the auditors.

ANSWER: Audit firm does not provide JAXPORT with journal entries

13. Do you anticipate any significant changes in the financial make-up of the Port during the period of this contract? i.e.: any significant changes in funding levels, grants, bond issuances, etc?

ANSWER: Not at this time.

14. In RFP section 1.08. Preparation of Proposal, Item I., it states, "*An authorized representative shall sign the proposal. If an individual makes the Proposal, he or she must sign his or her name therein and state his or her address and the name and address of every other person interested in the Proposal as principal. If a firm or partnership makes the Proposal, the name and address of each member of the firm or partnership must be stated.*"

As CLA is a large partnership with more than 1,000 principals nationwide, please clarify whether firms may limit this disclosure to the names and addresses of the principals who will be directly involved in performing the work under this engagement. Additionally, please confirm whether this information is required to be included within the proposal page limit.

ANSWER: Please limit this disclosure to the names and addresses of the principals who will be directly involved in performing the work under this engagement.

15. To understand the level of effort currently exerted by the current auditing firm, please provide:

- a. Hours billed: **Not billed by hours**
- b. Prior year fees: **See below**
- c. How did the fees charge compare to the fees quoted in the proposal? **Fees matched the proposal**

ANSWER:

Audit services	FYE 2023	FYE 2024	FYE 2025
Audit of the financial statements (including the report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America; report on the internal control structure; report on compliance and internal controls over compliance in conjunction with expenditures of federal awards and state financial assistance.	\$107,000	\$111,000	\$116,000
Total	\$107,000	\$111,000	\$116,000

16. If hours information is not available, could you describe the amount of on-site fieldwork historically performed by the current audit firm?

ANSWER: Audit firm is usually on site for 6 -8 weeks

17. What ERP system does JAXPORT use?

ANSWER: Microsoft Great Plains

18. Does JAXPORT expect any significant changes in the accounting system or other systems relevant to financial reporting during the contract term?

ANSWER: Upgrade to new version of Microsoft GP is planned in or around FY2028

19. What were the prior year fees by each required component?

ANSWER:

Audit services	FYE 2023	FYE 2024	FYE 2025
Audit of the financial statements (including the report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America; report on the internal control structure; report on compliance and internal controls over compliance in conjunction with expenditures of federal awards and state financial assistance.	\$107,000	\$111,000	\$116,000
Total	\$107,000	\$111,000	\$116,000

20. The Evaluation Criteria refers to “the most recent external quality control review report prepared by individual(s) who would work directly with JAXPORT on a day-to-day basis”. Please clarify if this refers to the Firm’s external quality control review report.

ANSWER: Yes

21. For past and present experience, how much weight is placed on “experience of the firm in providing similar services for the City of Jacksonville and its various using agencies (JEA, JTA, JAA, and DCPS)” and similar services within the State of Florida?

ANSWER: Please refer to the scoring matrix associated with the RFP.