



City of Niagara Falls, New York

Purchasing Division, Room 214

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RFP #2021-23

Professional Auditing Services for the City of Niagara Falls, New York

Addendum I (2 Pages)

Recently you received a copy of the above-referenced RFP. Section 1 allowed for the submission of written questions by September 17, 2021. The City received a total of nine (9) questions. This addendum is a complete list of those questions, listed in the order they were received, and followed by the City's response to each. In cases where the same/similar question is asked multiple times, vendors are referred to earlier questions/answers to avoid duplication.

1. **May we please receive a copy of the prior year's financial statements of the City, the City's single audit, the N.F.C. Development Corporation, and Niagara Falls Urban Renewal Agency?**
 - **See the following websites for each:**
 - i. **City and Single Audit** - <https://niagarafallsusa.org/government/city-departments/city-controllers-office/>
 - ii. **N.F.C Development** - <https://niagarafallsusa.org/government/city-departments/nfc-development-corp/nfc-document-archives/>
 - iii. **Urban Renewal Agency** - <https://niagarafallsusa.org/government/city-departments/urban-renewal-agency/>

2. **How many auditors are typically in the field each year and for approximately how many days?**
 - **City Audit - 2-3 auditors for approximately two (2) weeks, plus Manager/Partner for year-end field work, plus one (1) week for audit planning done in December.**
 - **Single Audit – 2-3 auditors for approximately 1-2 weeks, plus Manager**
 - **N.F.C and URA Audits – 2 auditors for approximately 2 days**

3. What was the fee for the prior year's services for the City, the single audit, N.F.C. Development Corporation, Niagara Falls Urban Renewal Agency, and Department of Community Development REAC AUP filing?
 - **City Audit = \$32,000**
 - **Single Audit = \$6,000**
 - **N.F.C = \$2,800**
 - **U.R.A = \$2,800**
 - **REAC Filing = \$3,500**

4. Who is responsible for preparing the financial statements and notes?
 - **Financial statement auditors are responsible for preparing financial statements and notes while the City assists with completion of MD&A.**

5. Who is the incumbent?
 - **Freed Maxick**

6. Could you please provide a copy of the last bid tabulation?
 - **Please see fee schedule in question #3 from EFPR Group. This was an RFP in 2017, not a bid.**

7. Is it possible to obtain a copy of the current rates being paid?
 - **Please see fee schedule in question #3 from EFPR Group.**

8. Is there a local vendor preference?
 - **No local preference, however we do request audit testing to be performed mainly onsite.**

9. Page 4 of the RFP describes services for the Department of Community Development. What services are typically provided or requested beyond the REAC agreed upon procedures?
 - **Completion of Single Audit**
 - **Assist City, as needed, with any potential HUD related questions/issues.**

All other terms, conditions and specifications remain the same. Please sign where indicated below and attach this addendum to your submission.

(Authorized Signature)

(Company)