

AMENDMENT NO. 1

DATE: April 12, 2017

RE: SOLICITATION #: RFP No. 17-02

PROJECT: Audit Services

NOTICE is hereby given of the following changes or clarifications that have been issued and questions received regarding the above-referenced Solicitation:

1. **QUESTION:** Are non-DBE firms excluded from responding?  
**ANSWER:** **NO. DBE participation is a goal and is encouraged (refer to section 1.27)**
  
2. **QUESTION:** Page 24. Item 5.C Statement of Organization – you ask for resumes. You then ask for them again to be included in Chapter 5 – Form Section 15: Personnel. Did you want resumes to be duplicated in both sections?  
**ANSWER:** **It is not necessary to duplicate – please make reference to where it is located in your response.**
  
3. **QUESTION:** Page 22. Item 1.iii Executive Summary – you ask for a list of all projects for the last 5 years. You then ask for them again to be included in Chapter 7 as part of the Contents of Proposer Qualification Form, Page 23. B. Did you want this information to be duplicated in both sections?  
**ANSWER:** **The executive summary is the information that is pertinent to your response. The form must be completed to the best of your ability.**
  
4. **QUESTION:** You ask that the County or Municipal Business Tax Receipt be attached in both Chapter 3 and Chapter 7 – did you want this to be duplicated in each Chapter?  
**ANSWER:** **It is not necessary to duplicate – it will appropriate to include this information with Section 6 Proposal Qualification Form.**
  
5. **QUESTION:** Page 21. 2-6-1) The Proposer’s Proposal.  
This section states that the Proposal’s Cover sheet is to be used as the cover page; however, on Page 35, 3-5.4- Proposal Format, this is located after the Letter of Intent. Would you please clarify this?  
**ANSWER:** **The response should have a signed letter of intent to be followed by the proposers cover page.**
  
6. **QUESTION:** Did you want a price proposal with the submittal?  
**ANSWER:** **YES, all interested firms should submit a Price Proposal with their submittal proposal. NOTE – Cost will not be the primary factor in the selection of an Audit Firm.**

Proposers/Offerers must acknowledge receipt of this Amendment by completing and returning Section 5 Amendment Acknowledgement Form with your sealed submittal package by the time and date of the closing. Failure to do so may deem your offer/proposal non-responsive.