

MEGAN M. GREVE  
Director  
[MMGreve@SolanoCounty.com](mailto:MMGreve@SolanoCounty.com)  
(707) 784-7900

JAMES M. BEZEK  
Assistant Director  
[jjbezek@solanocounty.com](mailto:jjbezek@solanocounty.com)  
(707) 784-7900



LORRAINE TANG  
Staff Analyst, Sr.  
[ltang@solanocounty.com](mailto:ltang@solanocounty.com)  
(707) 784-3426

675 Texas Street, Suite 2500  
Fairfield, CA 94533-6342  
Fax (707) 784-6320

## AMENDMENT NO. 1

**REQUEST FOR PROPOSAL (RFP) NO.: 946-0207-20**

### **CONDUCT EXAMINATION OF THE COUNTY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT AND COMPLIANCE AUDIT PER OMB UNIFORM GUIDANCE**

**SUBMISSION DATE: MARCH 10, 2020, 5:00 PM (PST)**

| SUBMIT PROPOSAL TO:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RFP COORDINATOR                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Solano County<br>digitally via Bonfire E-Procurement Platform Solano<br>County Portal website at<br><a href="https://solanocounty.bonfirehub.com">https://solanocounty.bonfirehub.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | JoAnn Epperson, Buyer<br>Phone: 707-784-6322<br><a href="mailto:EMAIL@solanocounty.com">EMAIL@solanocounty.com</a> |
| Any proposer participating in this solicitation is required to have a vendor application on file with the County. This application may be downloaded from the Solano County website at <a href="http://www.solanocounty.com">www.solanocounty.com</a> . Include the application with your proposal. The County will post any changes and information relating to this RFP digitally via Bonfire E-Procurement Platform. <b>Proposers are responsible for frequently checking the Bonfire Platform at <a href="https://SolanoCounty.Bonfirehub.Com">https://SolanoCounty.Bonfirehub.Com</a> for any changes or information relating to this RFP.</b> |                                                                                                                    |
| "Smoking is not permitted in County Buildings or around Solano County campuses. Thank you in advance for your compliance."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                    |

MEGAN M. GREVE  
Director  
[MMGreve@SolanoCounty.com](mailto:MMGreve@SolanoCounty.com)  
(707) 784-7900

JAMES M. BEZEK  
Assistant Director  
[jjbezek@solanocounty.com](mailto:jjbezek@solanocounty.com)  
(707) 784-7900

**DEPARTMENT OF GENERAL SERVICES**  
Central Services Division



**LORRAINE TANG**  
Staff Analyst, Sr.  
[lctang@solanocounty.com](mailto:lctang@solanocounty.com)  
(707) 784-3426

675 Texas Street, Suite 2500  
Fairfield, CA 94533-6342  
Fax (707) 784-6320  
[www.solanocounty.com](http://www.solanocounty.com)

February 14, 2020

**AMENDMENT NO. 1**

**REQUEST FOR PROPOSAL (RFP) NO.: 946-0207-20  
CONDUCT EXAMINATION OF THE COUNTY'S COMPREHENSIVE ANNUAL FINANCIAL REPORT  
AND COMPLIANCE AUDIT PER OMB UNIFORM GUIDANCE**

Pursuant to Request for Proposal, RFP No. 946-0207-20, conduct Examination of the County's Comprehensive Annual Financial Report and Guidance Audit Per OMB Uniform Guidance, the County of Solano has amended the RFP to reflect the following changes:

Date for Proposal Submission has changed to March 10, 2020, 5:00 PM PST

Name change: Conduct Examination of The County's Comprehensive Annual Financial Report And Compliance Audit Per OMB Uniform Guidance

Page 14, under Instructions to Proposers, 5. p.1 Budget, second paragraph has been changed to read:

- The total estimated hours and total all-inclusive maximum price (not to exceed amount) to complete the examination, and to prepare and submit a final report on the examination and a management letter plus the necessary financial and compliance audits required by the Uniform Guidance.

Attachment A: Schedule of Events  
Attachment B: Cost Proposal  
Attachment C: Additional Information  
Attachment D: Questions and Answers  
Attachment E: Amendment Acknowledgement

The amendment shall be considered part of the Request for Proposal for the above-mentioned services as though it had been issued at the same time and shall be incorporated integrally therewith. Where provision of the following supplementary data differs from those of the original RFP package, this amendment shall govern and take precedence.

Interested firms are hereby notified that they shall make any necessary adjustment(s) in the response to this RFP as a result of this amendment. The County considers that each firm's proposal is submitted with full knowledge of all modifications and supplemental data specified.

All other terms and conditions and requirements contained in the RFP remain unchanged. Complete the attached amendment acknowledgment letter and return with your proposal.

The County of Solano thanks you for your expressed interest in its RFP and looks forward to receiving your proposal.

Respectfully,

JoAnn Epperson, Buyer  
RFP Coordinator

RFP NO.: 916-0207--20  
FINAL SUBMISSION DATE: 03/10/2020, 5:00 PM PST

**SCHEDULE OF EVENTS**

|                   |                                                                                                                                                                                                                                                                                                                                      |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 14, 2020 | RFP issued                                                                                                                                                                                                                                                                                                                           |
| February 21, 2020 | Intent to Propose form submitted                                                                                                                                                                                                                                                                                                     |
| February 21, 2020 | Questions concerning RFP and project emailed to RFP Coordinator, <a href="mailto:Email@solanocounty.com">Email@solanocounty.com</a> or submit digitally via Bonfire E-Procurement platform Solano County Portal at <a href="https://solanocounty.bonfirehub.com">https://solanocounty.bonfirehub.com</a> no later than 5:00 PM PST.. |
| February 28, 2020 | The County's response to questions posted Bonfire E-procurement platform <a href="https://solanocounty.bonfirehub.com">https://solanocounty.bonfirehub.com</a>                                                                                                                                                                       |
| March 10, 2020    | An electronic submission of Proposals via Bonfire E-Procurement Platform Solano County Portal at <a href="https://solanocounty.bonfirehub.com">https://solanocounty.bonfirehub.com</a> are due no later than 5:00 p.m. Late submittals will not be accepted.                                                                         |
| March 26, 2020    | If required Interviews and Presentations                                                                                                                                                                                                                                                                                             |
| March 31, 2020    | Notification of selected contractor                                                                                                                                                                                                                                                                                                  |
| April 2020        | Contracting process                                                                                                                                                                                                                                                                                                                  |
| May 2020          | Services begin                                                                                                                                                                                                                                                                                                                       |

**COST PROPOSAL  
SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE AUDIT OF THE 2020 FINANCIAL STATEMENTS**

|                                                                                                  | Standard<br>Hourly |       | Quoted<br>Hourly |       |
|--------------------------------------------------------------------------------------------------|--------------------|-------|------------------|-------|
|                                                                                                  | Hours              | Rates | Rates            | Total |
| Partners                                                                                         |                    |       |                  |       |
| Managers                                                                                         |                    |       |                  |       |
| Supervisory Staff                                                                                |                    |       |                  |       |
| Staff                                                                                            |                    |       |                  |       |
| Other (specify):                                                                                 |                    |       |                  |       |
|                                                                                                  |                    |       |                  |       |
|                                                                                                  |                    |       |                  |       |
| Subtotal                                                                                         |                    |       |                  |       |
| Total for services Described in<br>Section 3.E of the RFP<br><i>(Detail on Subsequent pages)</i> |                    |       |                  |       |
| <b>Total All-Inclusive Maximum<br/>Price for 2020 Audit</b>                                      |                    |       |                  |       |

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

\*Rates are required to remain the same throughout the duration of this engagement.



**OTHER ADDITIONAL INFORMATION**

The following is a list of additional information (which are accessible on the County of Solano website at [www.solanocounty.com](http://www.solanocounty.com) from the reflected link) for review:

**Budgets**

- Adopted Budget
- Recommended Budget

**Website Link**

Auditor-Controller/Finance Reports or Solano County Homepage

**Financial Reports**

- Comprehensive Annual Financial Report
- Single Audit Report

**Website Link**

Auditor-Controller/Finance Reports

The following documents will be furnished upon request by contacting the Auditor-Controller's Office at (707) 784-6280:

- Management Letters
- GANN Appropriations Limit Reports

**AMENDMENT NO. 1**  
**REQUEST FOR PROPOSAL (RFP) NO.: 946-0207-20**  
**COUNTY RESPONSES TO QUESTIONS/COMMENTS**

| NO. | REFERENCE SECTION OF SOLICITATION | QUESTIONS / COMMENTS                                                                                                                           | COUNTY RESPONSE (FOR COUNTY USE ONLY)                                                                                                                                                                           |
|-----|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  |                                   | Why is the County considering changing the auditor?                                                                                            | The term of the contract is ending.                                                                                                                                                                             |
| 2.  |                                   | Will your prior auditor be invited to bid?                                                                                                     | Yes.                                                                                                                                                                                                            |
| 3.  |                                   | For both interim and year end, how many staff did the audit team consist of in the past and how many weeks did the auditor spend in the field? | <u>Interim</u> : 5 total (4 staff plus Manager).<br>2 weeks fieldwork<br><u>Year-End</u> : 5 total (4 staff plus Manager).<br>3 weeks fieldwork for CAFR, 1 week fieldwork for SEFA                             |
| 4.  |                                   | Is the scope of service requested the same as last year?                                                                                       | Yes.                                                                                                                                                                                                            |
| 5.  |                                   | Do you expect to have any retirement or replacement of key employees in Finance?                                                               | No.                                                                                                                                                                                                             |
| 6.  |                                   | What were the prior year audit fees, and can you provide the breakdown by components?                                                          | County - \$105,000<br>First 5 - \$15,000                                                                                                                                                                        |
| 7.  |                                   | Is there anything specific that you are looking for with the successor auditors?                                                               | Technical assistance with upcoming GASBs (GASB 84 and 87).                                                                                                                                                      |
| 8.  |                                   | What are some things you would like to see improved in the financial audit process compared to previous years?                                 | Better communication with County departments, including Auditor-Controller's Office. Better ownership and maintenance of client- provided documents/files and record retention (to prevent duplicate requests). |
| 9.  |                                   | How many audit adjusting journal entries did you have in the prior fiscal year?                                                                | 1                                                                                                                                                                                                               |
| 10. |                                   | Any litigation not included in the 2019 Financial Statements?                                                                                  | No.                                                                                                                                                                                                             |
| 11. |                                   | Will there be any significant events in FY 2019-20?                                                                                            | Currently, we do not anticipate any significant events.                                                                                                                                                         |
| 12. |                                   | Are there any significant changes in operations expected for FY 2019-20?                                                                       | No, with the exception of upcoming GASB (84 & 87 pronouncements)                                                                                                                                                |
| 13. |                                   | Have there been any changes in your accounting system or software since last year?                                                             | No.                                                                                                                                                                                                             |

MEGAN M. GREVE  
Director  
[MMGreve@SolanoCounty.com](mailto:MMGreve@SolanoCounty.com)  
(707) 784-7900

JAMES M. BEZEK  
Assistant Director  
[jjbezek@solanocounty.com](mailto:jjbezek@solanocounty.com)  
(707) 784-7900

**DEPARTMENT OF GENERAL SERVICES**  
Central Services Division



**LORRAINE TANG**  
Staff Analyst, Sr.  
[lctang@solanocounty.com](mailto:lctang@solanocounty.com)  
(707) 784-3426

675 Texas Street, Suite 2500  
Fairfield, CA 94533-6342  
Fax (707) 784-6320

**AMENDMENT NO. 1**

**REQUEST FOR PROPOSAL (RFP) NO.:  
CONDUCT EXAMINATION OF THE COUNTY'S COMPREHENSIVE  
ANNUAL FINANCIAL REPORT AND COMPLIANCE AUDIT PER OMB  
UNIFORM GUIDANCE**

**AMENDMENT ACKNOWLEDGMENT**

This document may be found at <https://solanocounty.bonfirehub.com> and [www.publicpurchase.com](http://www.publicpurchase.com)  
Updates and any amendments will be posted on the same website.

**DATE OF AMENDMENT: 02/14/20**

**ACKNOWLEDGEMENT**

This Amendment must be signed and returned with your bid, or otherwise acknowledged, prior to the Closing Date and Time listed on the RFP cover sheet. If you have already submitted a Proposal and need to make corrections, submit a corrected Proposal with this Amendment prior to the closing.

\_\_\_\_\_  
Offeror

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**RETURN WITH PROPOSAL**