



REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING SERVICES

Addendum #3 – March 1, 2024

Issue Date: February 16, 2024

Revised Proposal Due Date: March 8, 2024

3:00 P.M. (PST)

CITY OF PLEASANTON
FINANCE DEPARTMENT
123 MAIN STREET
P.O. BOX 520
PLEASANTON, CALIFORNIA 94566

This Addendum is hereby made a part of the Request for Proposal (RFP)

- Why is City considering changing its auditor?
The three (3) year auditing contract ended after completion of the FY2023 audit.
- Will your prior auditor be invited to bid?
The prior audit firm may submit a bid.
- The City's previous audit contract included option years for 2024 and 2025. Did the City choose to not exercise the option years? Yes. If yes, can you describe why the City chose to not exercise the option?
The City would like to consider audit processes/procedures from other qualified governmental auditing firms post COVID.
- Please provide a breakdown of the weeks of fieldwork for interim fieldwork and final fieldwork, (how many weeks for each, and approximately how many audit staff assigned)
One week was scheduled for interim audit fieldwork, two weeks were scheduled for year-end audit fieldwork, and one week was scheduled for Single Audit fieldwork.
- Were any additional fees billed by the audit firm in the most recent audit as a result of internal control and/or compliance findings or adjustments?
Yes, the City incurred additional fees for the FY2023 audit due to staffing vacancies and changes during fiscal year 2023 and the implementation of GASB 96.
- Do you anticipate any significant changes to key management personnel overseeing financial reporting for the City reports during the term of the contract?
No, we do not anticipate significant changes at this time.
- What general ledger system does the City use? And how many years has it been in use?
Tyler Munis, 9 years.
- Does the City utilize the same general ledger for all funds?
Yes
- Are there any planned significant changes to information technology systems impacting financial reporting (general ledger, payroll/human resources, treasury, etc.) during the term of the contract?
No
- Do you anticipate any changes to major funds during the term of the contract?
No, we do not anticipate any changes to major funds at this time.

- Does the City have a preference for in-person/on-site fieldwork vs. remote/hybrid fieldwork?
The City is comfortable with remote/hybrid fieldwork. We found remote fieldwork efficient both timewise and in the utilization of City staff time.
- Historically, by what date does the City generally have a trial balance available?
A closed trial balance will be available in accordance with the agreed-upon audit timeline established by the City and the selected audit firm.
- In the most recent audit, how many adjustments were made by the City after the trial balance was provided to the auditor?
There were approximately twenty-eight (28) subsequent journals. Four (4) adjusting journals were identified and provided by the auditors. The remaining journals were related to clean-up items the City chose to address, GASB 87 and GASB 96 implementation adjustments, and adjustments made due to the phasing out of the Contracts module within our Financial Management System. These adjustment categories were communicated to the auditors before the delivery and acceptance of the initial trial balance.
- Historically, when have the phases of the audit been conducted?
Interim, final and single audit fieldwork. Historically, interim fieldwork has been conducted in June, and final and single audit fieldwork conducted together in October, with ACFR and Single Audit completion at the same time.
- Are there any significant changes impacting the City that the City would anticipate to require additional assistance from the auditors? Such as implementation of new accounting standards, implementing of new accounting systems, accounting treatment for significant grants, etc.
At this time, the City does not expect to request additional assistance from the selected firm. However, we would like the right to reserve this item for possible discussion during the interview process.

- Can you provide a breakdown of the fees charged by the audit firm in the most recent audit for each service included in the RFP?

The City did not have a Housing Authority Audit for FY23.

Basic Reports to be Issued:	2021	2022	2023
City Audit, including CAFR	\$ 44,960	\$ 45,859	\$ 46,776
Single Audit Report*	\$ 5,980	\$ 6,100	\$ 6,222
GANN Limit Report	\$ 480	\$ 490	\$ 500
Measure B Audit Report	\$ 930	\$ 949	\$ 968
Measure BB Audit Report	\$ 1,850	\$ 1,887	\$ 1,925
Measure F Audit Report	\$ 930	\$ 949	\$ 968
Housing Authority Report & Electronic Filings	\$ 7,220	\$ 7,364	\$ 7,511
Community Transit Services Report	\$ 3,410	\$ 3,478	\$ 3,548
Cities Financial Transactions Report	\$ 3,760	\$ 3,835	\$ 3,912
TOTAL FOR FISCAL YEAR - (Not to Exceed)	\$ 69,520	\$ 70,911	\$ 72,330