



JACKSONVILLE HOUSING AUTHORITY (JHA)

Addendum Number: One (1)

Proposal Number: PS-002-22

Title of proposal: **Audit and Tax Services**

This addendum is hereby incorporated into the contract documents for the above project.

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This addendum is for the purpose of clarifications and amendments.

Dated: December 2nd, 2021

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The following items are clarifications, additions, and revisions to, and shall take precedence over the original specifications dated as issued for proposal on October 26<sup>th</sup>, 2021.

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**Please note that The Waves GP LLC; Hogan Creek Redevelopments, LLC; WAVES LTD; and Centennial Towers, GP are being removed from this solicitation. All other properties listed in the original solicitation, with the exception of these four entities, will be the only properties covered under this solicitation.**

**Questions received:**

1. How long the current auditors have been performing the audit for the Agency? **Over 15 years**
2. What were the prior year audit fees for the Agency and BPAAL? (For the past three years).  
**FY20 - \$149,500.00**  
**FY19 - \$140,000.00**  
**FY18 - \$120,000.00**
3. Need prior year financial statements for the Agency and BPAAL. **See FY19 Audit file (2020 not ready yet)**
4. Need prior year tax returns for BPAAL and other component units. **Still working on getting these**
5. Do all the Blended Component Units have the Agency's FY? **Yes, we are on fiscal year for all those entities**
6. **Brentwood Park GP, Inc.**  
Need prior year's tax return. **Still working on getting these**  
What was the fee for preparation of prior year tax return? **Included in the overall fee for the year**

**Brentwood Park Development, LLC**

Is just a tax return required for this entity? **No, an audit is needed as well**

Need prior year's tax return. **Still working on getting these**



What was the prior year fee for the preparation of the tax return? **Included in the overall fee for the year**

Do you need an audit for this? **Yes – Please note these properties have very minimal activity**

If so, please provide prior year audit and the audit fees. **Included in the overall fee for the year**

**JHA Development, Inc.**

Need prior year's tax return. **Still working on getting these**

What was the fee for preparation of prior year tax return? **Included in the overall fee for the year**

**JAX Urban Initiatives**

Need prior year's tax return. **Still working on getting these**

What was the fee for preparation of prior year tax return? **Included in the overall fee for the year**

**Anders Parks Redevelopment**

Is just a tax return required for this entity? **No, an audit is needed as well**

Need prior year's tax return. **Still working on getting these**

What was the prior year fee for the preparation of the tax return? **Included in the overall fee for the year**

Do you need an audit for this? **Yes – Please note these properties have very minimal activity**

If so, please provide prior year audit and the audit fees. **Included in the overall fee for the year**

7. Has the Agency implemented GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* which requires employers to recognize and measure their proportionate share of the total net OPEB liability and total OPEB expenses? **No**
8. Are there additional services requested in this RFP that were not included as part of the prior year audit fee? **No**
9. How many auditors and how many weeks were the auditors on site for both interim and year-end audit for FYE audit 2020? **Auditors manage their time and number of people needed, we do not have this information**
10. Were there any audit findings and/or questioned costs in the FYE audit 2020? **The audit is not finished yet**
11. Any management letters (SAS 115 letter) in prior years audits? **No**
12. How many journal entries were proposed by the auditors? **15 on average**
13. Were there any material adjustments made by the auditors in connection with the examination of the prior year financial statements? **No**
14. Has the Agency entered into any major contracts/commitments, studies, started major projects in the current fiscal year that would not be reflected in the prior year financial statements? **RAD conversion of two properties**
15. Any new Debt/Bond Issues in the current fiscal year? **No**
16. Is the Agency involved in any litigation not included in the prior year financial statements? **No**



17. Any major changes in the current fiscal year that would affect the operations of the Agency? **No**
18. What is the impact of COVID-19 on the operations of the Agency? **There has been none related to operations**
19. Do you store your files in paper or electronically? If they are electronic, are you able to give the selected audit firm remote access to the files related to the audit? **They are stored in both formats**
20. Are there any special qualities or unique characteristics you are looking for in the firm you select? **Experience with Housing Authorities as a business**
21. What do you like about the service provided by your current audit firm? What do you not like? **They have extensive Housing Authority experience and are very knowledgeable. We have had no issues with this firm.**
22. Were there any additional fees billed last year pertaining to services provided outside the scope of services listed in the RFP? **No**
23. Were there any significant adjustments made as a result of the prior audit? **No**
24. Were there any significant client prepared adjustments to the auditors after year-end field work started? **No**
25. Were there any difficulties encountered in completing the audits for prior year? **Covid delays on HUD reporting**
26. Were there any disagreements on technical issues with the predecessor auditor of the Agency staff? **No**
27. Any known or suspected fraud? **No**
28. When will books be ready for the audit? **When requested**
29. Who prepares the financial statements? **Auditors**
30. Who are the fee accountants? **N/A**
31. Any Cares Act funding received in the fiscal year? **Yes**
32. Were there any significant capital projects/construction in the current fiscal year? **Yes**
33. Any audits/inspections by regulatory agencies? **HUD**
34. Any changes to the governance structure of the Agency? **No**
35. Where are you on RAD conversions? **The Waves property has finished, Centennial Towers and Hogan are currently undergoing rehabilitation**
36. Will the Agency provide the draft of SF-SAC form for the auditors review? **No; auditors submit to the HUD clearing house**
37. Does the Agency have a Fee Accountant? **No**
38. Who is responsible for preparing the financial statements and notes? **The Auditors**

Acknowledge receipt by signing below:

This acknowledgement receipt must accompany the bid packet, or your bid will be considered unresponsive.



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Bidder's Signature

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Title

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Company Name

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Date

If this addendum affects bid pricing for a bid previously submitted, the previously submitted bid will be returned unopened. If this addendum does not affect bid prices for a bid previously submitted, the acknowledgement may be mailed/delivered in a sealed envelope labeled with the proposal number and addenda number and must be received in Purchasing PRIOR to the bid opening.

**DO NOT FAX THIS FORM.**

This addendum is issued for the information of the above titled project and will be part of the contract.

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