



Housing Authority of the City of Pittsburgh

Contracting Officer
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January 23, 2018 Financial Auditing Services RFP #150-03-18

ADDENDUM NO.1

This addendum issued January 23, 2018 becomes in its entirety a part of the Request for Proposals RFP #150-03-18 as is fully set forth herein:

Item 1: Q: For bidders that are unable to attend the pre-proposal meeting in person, will there be a call-in number available for the meeting?

A: **Join the audio conference by phone:
United States - Washington, DC +1.202.602.1295
Access Code 598-776-271#**

Item 2: Q: Have there been any significant changes in your operations, programs or personnel recently or contemplated for the future that would impact the scope of services as compared to prior contracts for the same work? (Ex: changes in the audit process or those involved with the process, current year budget vs. prior year budget?)

A: **No changes contemplated.**

Item 3: Q: What are the most challenging aspects of the audit process for HACP and specifically the accounting and finance team?

A: **The Finance team is experienced in facilitating auditor requests and does not find it excessively challenging.**

Item 4: Q: Are any of the accounting functions outsourced to another accounting firm? If so, which functions?

A: **The Finance Department does not outsource any major or critical functions but uses Fee Accountants to assist in General Ledger review in preparation for year-end close. Virtually all work performed by fee accountants is of a review nature.**

Item 5: Q: Is there any specific expertise and advice the organization looking for that it may not be receiving from its current provider?

A: **No.**

Item 6: Q: What is management's and the board's view on the desirability of transitioning to new auditors?

A: **Management and the Board have no view on transitioning to new auditors. Their only interest is in producing Financial Statements that are free of error and misstatement.**

Item 7: Q: How long has HACP been with the current provider?
A: **The previous contract was for an initial term of three (3) years with two (2) one (1) year extension options for a total of five (5) years.**

Item 8: Q: Is the current provider bidding on the engagement?
A: **That would not be known by HACP.**

Item 9: Q: In an effort to understand the level of effort currently exerted by the incumbent auditing firm, please provide:

- a. Prior year audit fees
- b. Schedule of auditors in the field (ex: 2 people for 2 weeks in November)

A:

- a. **This is a Right to Know Request. The Right to Know Request contact and form can be found on our website (www.HACP.org) on the contact tab under Open Records Officer.**
- b. **This would be a question for the prior auditing firm and not knowable by HACP staff.**

Item 10: Q: Does HACP currently, or plan to participate in HUD's RAD program and if so, what is the status of any conversions (all projects complete, some settled and some in process, none yet settled, etc.)

A: Yes; several projects are near closing, several are in planning stages, none are complete.

Item 11: Q: In addition to hard copies, the RFP requests electronic copies of the technical and cost proposal in PDF format on a CD. Will HACP accept flash drives for the electronic copies?

A: Yes.

Item 13: The proposal due date, time and location remain unchanged at February 7, 2018 at 11:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



Mr. Kim Detrick
Procurement Director/Chief Contracting Officer

1-23-18

Date