



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street, 2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5116
www.hacp.org

March 17, 2023

Financial Auditing Services Authority Wide RFP #150-10-23

ADDENDUM NO. 1

This addendum issued March 17,2023 becomes in its entirety a part of the RFP #150-10-23 as is fully set forth herein:

- Item 1:** How many Staff Members are in your accounting department?
A: 14
- Item 2:** Have you experienced any staffing or software changes during the year that will impact the audit schedule and timeline?
A: No
- Item 3:** Do you outsource any accounting functions?
A: Yes
- Item 4:** Do you have any new component units that were not included in the prior financial statements?
A: No
- Item 5:** When would you like to commence the audit work?
A: As soon as possible
- Item 6:** When is your unaudited FDS typically submitted to REAC?
A: Mar 1 – Mar 15
- Item 7:** When would you like a draft of the audited financial statements?
A: June 30th with expectation to take final report to the July Board Meeting
- Item 8:** Are the audits of the discretely presented component units a part of the scope of this RFP that are not noted?
A: No

Item 9: Are there any separate reporting requirements for component units that are a part of the scope of the RFP that have not been noted?

A: No

Item 10: Are there new component units or affiliates requiring preparation of tax returns that are a part of the scope of this audit??

A: Manchester RAD taxes

Item 11: If there are blended component units, do they require preparation of tax returns that are a part of the scope of this audit?

A: Yes

Item 12: How would you like the 75 copies of statements printed? In color or black and white?

A: Color

Item 13: ATTACHMENT A - Contract: It is stated "Shaded areas of the contract and Contract Exhibits must be filled out and contract returned with the proposal." Will there be a copy of this contract released with visible shaded areas?

A: No, we will utilize this contract as is. If awarded, the drafted contract will be countersigned by the Chief Contracting Officer. As for any highlighted or blank underlined areas; they would need to be filled out prior to submission.

Item 14: What were the prior year fees for these services?

A: This is a right to know request. The right to know form can be located on the HACP website at <https://hacp.org/about/open-records-officer/>

Item 15: What do you have budgeted for the current year for these services?

A: Budgeted amount will be determined by the requesting department after all proposals are reviewed

Item 16: Was the previous audit team on-site and do you have a preference for onsite vs. remote work?

A: Yes, they were but we have no preference

Item 17: Did you have any negative experiences with your prior auditor that would prevent them from continuing as the auditor?


A: No

Item 18: The bid due date has changed to March 30,2023 the time, and location remain unchanged at 9:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

Item 19: The Housing Authority of the City of Pittsburgh will **only be accepting physical bids dropped off in person from 8:00 AM until the closing time of 9:00 am on March 30, 2023** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals may still be submitted electronically: <https://www.dropbox.com/request/8rgbYqqw2BLAcPaUgb9A> and may still be mailed via USPS at which time they will be Time and Date Stamped at 100 Ross Street 2nd Floor, Suite 200, Pittsburgh, PA 15219. All proposals must be received

at the above address no later than March 30,2023 AT 9:00 AM regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 1


James Harris (Mar 17, 2023 16:33 EDT)

Mr. James Harris
Legal Council/Chief Contracting Officer

Mar 17, 2023

Date