

**GREATER HARTFORD TRANSIT DISTRICT  
GHTD RFP #04-018  
AUDITING SERVICES**

**ADDENDUM #1**  
October 6, 2017

**Proposals are due on October 25<sup>th</sup> at 2:30 p.m. at the District offices located at One Union Place, Hartford, CT.**

**The following questions and/or requests for clarification were submitted by email prior to the deadline of noon, Friday, October 13, 2017.**

1. INQUIRY: How long have your current auditors been doing the audit?

RESPONSE: 10 years.

2. INQUIRY: Why are you considering changing auditors?

RESPONSE: The current contract is about to expire (12/31/17). As a recipient of State and Federal funds, the District goes through a complete procurement process for any services or goods over \$3,000.

3. INQUIRY: What is the budget for the specified services?

RESPONSE: The District will not disclose the budget for this project. However, funds have been obligated for this project.

4. INQUIRY: What were the total fees charged for the audit last year?

RESPONSE: The District will not disclose the fees for last year's audit.

5. INQUIRY: Were there other services performed? What were they and what were the approximate fees?

RESPONSE: None.

6. INQUIRY: Are there any significant changes in your finances this year from last?

RESPONSE: None.

7. INQUIRY: Are there any significant changes in your finance department this year from last?

RESPONSE: None

8. INQUIRY: Are any significant changes in either of these expected at this time for the next 5 years?

RESPONSE: None expected.

9. INQUIRY: Can you provide a copy of the most recently available independent auditors' report, a copy of the most recent governance letter and a copy of the most recent internal control report?

RESPONSE: The CAFR can be found at:  
[http://www.hartfordtransit.org/com\\_annualfinancialreport.html](http://www.hartfordtransit.org/com_annualfinancialreport.html)

See Addendum 1A – Internal Control Report  
Governance Letter – The district will not disclose.

10. INQUIRY: How many auditors were on-site for field work and for how long?

RESPONSE: Interim Audit: 3-5 for 1 week; Final Audit 4-5 for 2 weeks

11. INQUIRY: Approximately how many journal entries did the auditor propose last year? In what areas?

RESPONSE: No adjustments.

12. INQUIRY: Can you provide a report on the internal control over compliance in accordance with the State Single Audit Act?

RESPONSE: See Addendum 1B – Single State Audit Report

13. INQUIRY: Can you provide a report on Section 5307 Certifications and Agreed upon Procedures (and Financial Certification, if required)?

RESPONSE: None

14. INQUIRY: Can you provide the SAS 114 letter to Audit Committee?

RESPONSE: The district will not disclose.

15. INQUIRY: Can you provide SAS 115 management letter?

RESPONSE: None.

16. INQUIRY: Is there any other reporting required from the external auditor?

RESPONSE: None at this time.

17. INQUIRY: 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?)

RESPONSE: No.

18. INQUIRY: What are the most challenging aspects of the audit process for the District and specifically the accounting and finance team?

RESPONSE: There are no challenges.

19. INQUIRY: Are any of the accounting functions outsourced to another accounting firm? If so, which functions?

RESPONSE: No.

20. INQUIRY: What is management's and the board's view on the desirability of transitioning to new auditors?

RESPONSE: A smooth transition and meeting the audit deadlines.

21. INQUIRY: Have there been any changes made to the OPEB Plan or do you anticipate any issues with adopting the new GASB standard applicable to OPEB

RESPONSE: No changes, no issues anticipated.

22. INQUIRY: Is there any specific expertise and advice the organization looking for that it may not be receiving from its current provider?

RESPONSE: No.

23. INQUIRY: Is the current provider bidding on the engagement?

RESPONSE: Proposals are due on October 25th at 2:30 p.m. at the District offices located at One Union Place, Hartford, CT. The District is unaware of which firms will be submitting proposals until that deadline arrives.

24. INQUIRY: 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)

RESPONSE: This information has been provided in previous response (above.) Note that the Interim Audit is usually in early June and Final Audit during the first two weeks of August.