



## **ADDENDUM No. 1 – (June 30, 2020)**

---

ADDENDUM TO: Financial Audit and Related Services, TSA

RFP NUMBER: RFP #19-12

**BID DUE DATE: Monday, July 13, 2020 not later than 2:00pm**

---

TO BIDDER: This addendum is an integral part of the Bid file under consideration by you as a bidder in connection with the subject matter identified above. For the purpose of clarification, the following additions, changes, modifications, and replacements noted below have been made to the Bid and have been made to the Bid file which bears the above title.

Bids submitted shall conform to these additions and modifications noted herein and including all issued addendums.

### **Question and Responses**

**What are the total Assets for the last year?**

As referenced in Section 11 of the RFP, the Authority's prior audits can be located at <https://www.tampasportsauthority.com/budget>

**What is the total Revenue?**

As referenced in Section 11 of the RFP, the Authority's prior audits can be located at <https://www.tampasportsauthority.com/budget>

**What was the actual amount paid for last year's audit?**

Please see Section 13 of the RFP.

**What is the budgeted amount for this year's audit?**

The 2021 Budget is still being finalized; prior year's budgets can be found at: <https://www.tampasportsauthority.com/budget>

**Who are your current auditors?**

As referenced in Section 11 of the RFP, the Authority's prior audits (which indicate our Auditors) can be located at <https://www.tampasportsauthority.com/budget>

**Is there a policy of mandatory rotation?**

No

**Is there a local preference for Auditors?**

The Evaluation Criteria can be found in Section 17.0 of the RFP, this criteria is for the RFP submissions. The Selection Committee may develop different criteria for the interview phase final rankings, these criteria have not yet been determined. All travel costs should be included in the proposed fees, additional costs for travel will not be reimbursed outside of the proposed fee.

**How long have you been working with the current Auditors?**

Their first Audit of the TSA was the 2005 Audit.

**What is the audit time frame?**

The auditors are generally onsite for four to five weeks in December/January and present their findings in our March or April Finance Committee and Board meetings.

**What is the selection criterion for submitted responses?**

The Evaluation Criteria can be found in Section 17.0 of the RFP.

**Who does the audit report go to?**

It is presented to our Board, it is submitted to the State. It is also posted on our website, so anyone can access it.

**Who prepares the CAFR?**

We do not prepare a CAFR.

**From a financial standpoint, what are your top three (3) priorities?**

Not applicable to the RFP.

**What are the qualities in an auditing firm that you deem most important?**

An auditor that takes the time to review the information provided is an important quality. We are very busy and we run with a very lean staff, we are happy to provide information and clarity to information we have provided, however, we rely on our auditors to carefully review this information in an effort to limit redundancies and to maximize efficiencies.

We strive to operate as a profit driven business, all while being organized as an Independent Special District, an auditor that understands both of these worlds would be ideal.

All that said, this response was prepared by staff, who are not a part of the Selection Committee.

**Why are you going out for bids for auditing services?**

The term of our current auditor agreement is expiring.

**Has anything significant occurred in the current year, which is different from prior years?**

The COVID-19 virus has significantly impacted all of our entity's operations.

**What has been exhibited by the current auditors that you value the most?**

There are a lot of unique and complicated details in our financial arrangements at the Stadium between the Authority and our tenants as well between the Authority and its funding sources the City of Tampa and Hillsborough County, they seem to have a strong understanding these relationships. Additionally, they have done an excellent job in synthesizing all the information we give them each year, studying it and asking well informed questions, they are very respectful of our time.

**Please provide a copy of your most recent financials (balance sheet, income statement, budget vs. actual, any other relevant financial reports typically provided to your manager.**

Our most recent audited financials, can be found in our audit:

<https://www.tampasportsauthority.com/budget>

Additionally, we present monthly unaudited financials to our Board and Finance Committee's these can be found at:

<https://tsa.novusagenda.com/AgendaPublic/>

**Who is on the selection committee?**

Luciano L. Prida, Jr., CPA  
TSA Board Chair  
Prida Guida & Company, P.A.

Lee Huffstutler  
Chief Accountant, Department of Revenue and Finance  
City of Tampa

Linda Benoit  
Hillsborough County  
Division Manager Fiscal & Accounting Svcs  
Enterprise Solutions & Quality Assurance (ESQA)

**Who will rank the firms; staff or the selection committee? Finance/Audit committee**

Please see section 4.0 of the RFP.

**Please provide us with any questions provided to you from other interested auditing firms, along with your response.**

Please see section 1.2 of the RFP

**What assistance do you expect from your auditor in the implementation of new standards, for instance GASB 87, Leases?**

We will utilize our auditor to implement and interpret new standards, for time intensive standards we would consider hourly consulting arrangements outside of the prescribed standard fees, generally these additional fees would only be incurred the initial year of the change. Such, arrangement would need to be approved as part of the audit plan at the outset of each annual engagement.

**Are the current auditors permitted to respond to this request for proposal?**

Yes.

**What system/platform are you currently using for financial reporting?**

Serenic Navigator powered by Microsoft Dynamics

**What is the time period in which interim and final fieldwork is generally performed? Is this still the most convenient time for you?**

The auditors are generally onsite for four to five weeks in December/January and present their findings in our March or April Finance Committee and Board meetings.

**How many auditors are generally onsite during fieldwork?**

2 staff auditors, with weekly management check-ins.

**What were the fees for the last two years of audits?**

Please see Section 13 of the RFP. For the 2018 audit, the SportsPlex was not included, therefore the fees for that year were reduced by \$12,000 totaling \$50,000 for that year.

**Approximately how many days were the auditors onsite and approximately how many auditors onsite?**

2 staff auditors onsite, with weekly management check-ins. The auditors are generally onsite for four to five weeks in December/January and present their findings in our March or April Finance Committee and Board meetings.

*Note: To qualify your proposal, of which this addendum becomes a part, this form must be completed and returned to this office with the proposal.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Company Rep.

\_\_\_\_\_  
Printed Name of Company Rep.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

**(End of Addendum #1)**