



Request for Proposal
AMENDMENT # 1 – Questions and Answers

Solicitation: TCTC-23-AUDIT
 Date Issued: 11/1/2023
 Procurement Officer: Matt Whitten
 Phone: 864-646-1633
 E-Mail Address: mwhitten@tctc.edu
 Mailing Address: Tri-County Technical College
 Purchasing Office – RH280
 7900 Highway 76
 Pendleton SC 29670-8876

DESCRIPTION: **Provide Audit Services**

USING GOVERNMENTAL UNIT: **Tri-County Technical College**

The Term "Offer" Means Your "Bid" or "Proposal". Your offer must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior. See "Submitting Your Paper Offer or Modification" provision.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
 TRI-COUNTY TECHNICAL COLLEGE
 PURCHASING OFFICE
 7900 Highway 76 (parcel post); PO Box 587 (USPS)
 Pendleton SC 29670-8876

PHYSICAL ADDRESS:
 TRI-COUNTY TECHNICAL COLLEGE
 PURCHASING OFFICE – Ruby Hicks Suite 280
 7900 Highway 76
 Pendleton SC 29670-8876

SUBMIT OFFER BY (Opening Date/Time): **12/6/2023 2:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **11/13/2023 5:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **ONE (1) Original Hardcopy Each for the Technical & Price Proposal** marked "Original", **THREE (3) Technical Only Hardcopies** marked "Copy" and, **One (1) Redacted Technical Copy** (marked "redacted"), (See "Submitting Redacted Offers" provision Section IV., "Submitting Confidential Information" Section II.A.)
Initial here if NO redacted copy is necessary _____

CONFERENCE TYPE: **Not Applicable**
 DATE & TIME:
 (As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: **Not Applicable**

AWARD & AMENDMENTS Award will be posted on or around **1/19/2024**. The award, this solicitation, any amendments, and any related notices will be posted at the following web address: <http://www.tctc.edu/purchasing>

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" provision.)

NAME OF OFFEROR (full legal name of business submitting the offer) Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)

DATE SIGNED

TITLE (business title of person signing above)

STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)

PRINTED NAME (printed name of person signing above)

STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)
 Sole Proprietorship Partnership Other _____
 Corporate entity (not tax-exempt) Corporation (tax-exempt) Government entity (federal, state, or local)

TCTC-23-Audit Amendment #1 – Questions and Answers

Posted 11/15/2023

1. When is the ACFR draft typically available for review?

Typically mid-August however the time period was delayed slightly the last two years due to the implementation of GASB 87 and then GASB 96 paired with earlier audit fieldwork dates.

2. What were the previous year's audit fees?

Fiscal Year 2019 – Audit Services \$ 19,900.00

Fiscal Year 2020 – Audit Services \$ 20,500.00

Fiscal Year 2021 – Audit Services \$ 21,100.00

Fiscal Year 2022 – Audit Services \$ 21,700.00

Fiscal Year 2023 – Audit Services \$ 22,300.00

3. Generally how many weeks and how many audit staff are in the field during final fieldwork?

Since 2020, the audit has been completely remote and as such the number of audit staff that worked on the engagement is unknown. Prior to 2020, we had one week of interim fieldwork and one week of year-end field work. The remainder of the work was performed in the office. When the audit became remote, the work was conducted over several months as the firm rotated through various staff members.

4. Is there a preference on conducting the audit fieldwork in person, or remote?

Either method is fine. Certain testing is more convenient in person but we can accommodate either format. We do request that work be conducted on the weeks schedule to avoid delays and other conflicts as we generally block those weeks to focus on audit requests.

5. How many audit adjustments were there in the last audited fiscal year and what were the nature of these audit adjustments?

We did not have any audit adjustments (or passed adjustments).

6. In what ways can your previous audit experience be improved?

We like to have consistent staffing throughout the engagement. Email is an effective tool at times but we prefer to have discussions for certain topics/questions where email becomes more of a hinderance. Additionally, we would prefer the presentation to our Finance Committee at the conclusion of the audit to be in person.