



PALM BEACH COUNTY HOUSING AUTHORITY

AMENDMENT TO REQUEST FOR PROPOSAL AMENDMENT # 1

DATE: August 24, 2017

TO: All Prospective Responders

REF: RFP No.: FY2017-FA-001 Forensic Financial Audit Services

The following additions and/or modifications to the Request for Proposal, dated August 21, 2017 will be in and become part of the Forensic Financial Audit Services (RFP No.: FY2017-FA-001). Proposers are, therefore, instructed to take the following into account when submitting proposals in response to this RFP.

Page 1 – Section 1.2 Solicitation

PBCHA/SPECTRA are requesting proposals from qualified firms of certified public accountants to perform a forensic audits of financial records for FY 2014-2015 and FY 2015-2016, with the option of auditing financial statements for the first two quarters of FY 2016 - 2017.

Amendment: Delete from RFP – “two”, replace with “three”.

Page 2 – Section 2.1 Services required of Forensic Auditors

The Forensic Auditors (“Auditors”) will perform an investigative accounting review of the financial records of Palm Beach County Housing Authority (“PBCHA”) for the FY 2015 - 2016 and FY 2014 – 2015 on all financial transactions - including, but not limited to, deposits, payments, financial statements, balance sheets, income statements and cash flow statements using auditing, quantitative methods and related skills to determine:

Amendment: add behind FY 2014- 2015 - “first three quarters of 2017”

Page 5 – Section 2.5 Basis for Compensation

PBCHA/SPECTRA will pay the auditors for those services described in 2.1.1 to 2.1.5, according to the not-to-exceed amount contained within the agreement. For additional services required after the inception of the agreement, written approval by PBCHA/SPECTRA is required in advance of such services being rendered, for which a fee will be paid based on the auditor's quoted hourly rates.

Amendment: Delete from RFP – “2.1.1 and 2.1.5” replace with 2.1 and 2.3

PALM BEACH COUNTY HOUSING AUTHORITY

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West Palm Beach, FL 33407
Office: 561.684.2160
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Cont. to Page 6, paragraph (2) – Section 2.5 Basis for Compensation

Such final reports if delayed by the Consultant will result in a 1 % reduction in fees for every day beyond the applicable deadline.

Amendment: Delete from RFP – “Consultant” replace with “selected firm”

Page 6 – Section 2.6 Coordination with PBCHA/SPECTRA Chief Financial Officer

All Forensic Accounting Services shall be performed and coordinated through the PBCH/SPECTRA Chief Financial Officer. The selected Fee Developer shall perform all requested services in cooperation, consultation, and coordination with the PBCHA/SPECTRA Chief Financial Officer.

Amendment: Delete from - “Fee Developer” replace with “audit firm”

Page 6 – Section 2.6 Regular Meetings

The selected Fee Developer or Consultant shall be responsible for attending, coordinating, and/or facilitating regular meetings with designated PBCHA/SPECTRA staff, Board of Commissioner meetings, and other civic or community meetings as necessary.

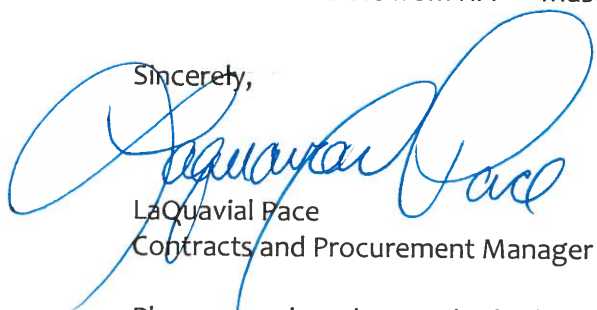
Amendment: Delete from RFP - “Fee Developer” replace with “audit firm”

Page 10 – Section 6.1 Proposal Review Standards

PBCHA shall award contracts only to “Responsive Responders” who have the ability to perform successfully under the terms and conditions of a professional Services Contract or Master Development Agreement.

Amendment: Delete from RFP - “Master Development Agreement”

Sincerely,



LaQuavial Pace
Contracts and Procurement Manager

Please complete the attached acknowledgment form and include it in your bid package.

ACKNOWLEDGED:

For: _____
(Company Name)

By: _____

Date: _____

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RFP No.: FY2017-FA-001 Forensic Financial Audit Services