

**Area Agency on Aging for North Florida**

**Invitation to Negotiate (ITN) No. 2025-001**

**Independent Auditing and IRS Form 990 Creation Services**

**Question and Answer Posting**

Question	AAANF Answer
The 2023 audit was issued in October 2024, is this your typical timeline?	Yes. This is the current timeline.
How many days of on-site field work is typically needed by your prior firm? Do you have a preferred schedule for field work?	Prior to the 2022 and 2023 audit cycles, the previous auditor would have one person on-site for a day or two, and then come back with 2-3 co-workers for another 5 day period/audit week. AAANF offices are open Monday through Friday from 8AM to 5PM; all audit on-site work must be completed within this timeframe. During the 2022 and 2023 audit cycles, our previous auditor experienced dramatic staff turnover of experienced audit staff (those staff persons familiar with AAANF), which increased their total on-site staff time over the past two years.
Does your current firm prepare the financial statements and SEFA?	Yes, the formal Annual Financial Statement and SEFA is expected to be completed by the selected vendor.
Did your 2023 audit have any adjusting journal entries?	Yes.
Is your current firm invited to submit a response?	Yes. All firms are invited to submit a bid application.
Is there anything you value in a relationship with your audit firm?	Yes. Clear communication, precision, timeliness, can meet deadlines, and more.
Page 18, E. Florida Engagements. [Firm Name Redacted by AAANF] has been engaged with hundreds of clients in many industries within the past five years. To satisfy the Florida Experience requirements, may we provide a comprehensive list of our nonprofit clients and our top 10 engagements most relevant to the Agency completed by team members?	Yes.
Should the total fee in Group A include costs to prepare the fixed asset depreciation schedule and prepare the financial statements, including notes to the financial statements and Schedule of Expenditures of Federal Awards and State Financial Assistance?	Yes.
What is the reason for the RFP? Does the Agency have an auditor rotation policy?	AAANF is paying for the expense of this audit with a combination of State and Federal grants. We are required to formally procure expenses that could potentially exceed a particular total cost threshold of \$35,000. Our 2023 audit expense was \$24,000, and our former auditor quoted a price for our 2024 audit/financial statements/990 creation/SEFA that was above \$35,000. Therefore, AAANF must complete this competitive procurement process.
Who prepares the financial statements and related notes, the auditor or management of AAANF?	The Annual/Formal financial statements are expected to be completed by the selected auditor.
Please provide the Agency's budget for 2024.	Attached.
Please provide a listing of the audit adjustments that were posted by the auditor for the 2023 audit, if any.	For precision in our response, please find attached our former auditor's Adjusting Journal Entries Report for the FY2023 audit.
Did the audit firm perform any out-of-scope work during the last two audits? If so, what was the nature of the work and the fees paid for the work?	No. N/A
Are there any significant changes in the nature and scope of the Agency's operations expected in the next few years? These might include new programs or an anticipated increase in funding.	At this time no. However, with current Federal and State funding sources/ongoing political discussion, AAANF is preparing for/anticipating future budget cuts. HOWEVER, if there are cuts to our total funding, and because of the amount of recurring revenues in total, that will not likely change AAANF's contractual requirement to complete the annual audit/financial statements/SEFA/IRS Form 990 as detailed in our proposal.