

**CareerSource Pinellas**  
**Financial Audit Services, Tax Services and 401K RFP**  
**Questions and Answers as of March 12, 2021**

- 1. Can you please provide us with a copy of the June 30, 2020 audited financial statements?**

The June 30, 2020 audited financial statements will be approved at the March 17, 2021, Board meeting. Once approved, they will be uploaded to our website.

- 2. Were there any findings from the 2020 audit?**

The auditors will be issuing an Unmodified Opinion. There were no material weaknesses or significant deficiencies identified. The audit finding from the June 30, 2019, report was fully corrected in the current year.

- 3. Has the 2019 ETA finding been resolved? (questioned costs from compliance review)**

The Florida Department of Economic Opportunity, the direct recipient of the Department of Labor funds, in cooperation with the two CareerSource agencies formally responded to the findings on June 28, 2019 and subsequently requested technical assistance from ETA to fully address and resolve the findings. This process remains ongoing and CareerSource Pinellas intends to work diligently to implement corrective actions, provide additional information to fully correct the noted deficiencies and resolve the questioned costs.

- 4. How long has Powell & Jones served as your auditors? Did they serve for the full five-year cycle?**

Powell & Jones served full five years on audit engagement.

- 5. How long does your auditor typically spend for fieldwork? 1 week or 2 weeks?**

Powell & Jones has typically spent one-week on site.

- 6. When is your deadline for completing the audit?**

We would like to have audited financial statements and Form 990 presented to Audit Committee in enough time to present to full Board meeting in November of each year.

- 7. It appears from the audit committee minutes that the total fee for the audit and 990 for 2020 was \$25,000. Are the expectations that the fee be similar to this amount?**

Yes.

**8. What was the fee for the 401K plan audit?**

The fees for the 2019 401K Limited Scope audit were \$6,000.

**9. Can you please provide us with a copy of the latest 401K plan audit?**

Uploaded with questions and answers.

**10. Have there been any significant changes in operations in 2021?**

No.

**11. Has there been any new debt in 2021 (any PPP loans?)**

No.

**12. Have there been any changes in management or accounting staff in 2021?**

No.

**13. Could you please provide the 2020 auditing fee?**

Audit fees and Form 990 preparation fees were \$25,000.

**14. Can you please provide a copy of the audit, 990 and 401k audit for the year ended June 30, 2020?**

Audits for 2018 and 2019 and Form 990 for 2018 and 2019 are posted on our website. Latest audit of 401K for 2019 uploaded with questions and answers.

**15. Given the COVID environment, do you prefer for auditors to be on site or to work remotely?**

We are flexible but we have found that onsite is at times more efficient.

**16. What assistance do you expect from your auditor in the implementation of new standards?**

Provide technical assistance to ensure compliance with new standards.

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

No. DEO requires auditor rotation after 5 years.

**18. Are there any planned changes to the accounting system during the year ended June 30, 2021?**

None planned.

**19. What matters more to you, an audit team that is "local" or an audit team that has experience with the audits of workforce boards in the state of Florida?**

Auditors with experience with audits of workforce boards in the State of Florida.

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

Typically, 3 or 4.

**21. One of the RFP's required attachments (Attachment C) is nine pages long, but only the last page has an actual signature block. Do you prefer we include the entire nine-page attachment, or will the signature page would be sufficient as long as we label it "Attachment C Signature Page" for clarity?**

Please include entire Attachment C in your proposal.

**22. On page 10 of the RFP it states "Respondent's replies must state that their reply constitutes an offer that remains valid for at least 120 days after receipt of the reply." However, on attachment A - Cover Sheet it states "This offer shall remain valid for a minimum of 90 days."**

Changed page 10 to 120 days to be consistent with Attachment A.

**23. The audit/990 fee for 2020 was \$25,000. Did this fee cover the Single audit and reconciliation to the SERA? If not, what was the additional \$ for these items?**

The fee of \$25,000 included Single Audit and reconciliation to SERA.

**24. Would your previous auditors typically charge a fee based on the number of Major programs that needed to be audited as a part of the Single audit or was it just one set fee no matter how many different/size of the programs?**

The Audit fee was a set fee; it was not dependent on number of programs.

**25. How many auditors are typically onsite. 3-4. What was the staff level for these 3-4 individuals? Staff, senior, partner?**

Typically two partners, the owners of the firm, and one to two staff auditors.

**26. Is the RFP for a required RFP process due to policies? Or is there an issue with your current auditors that you are going out for bid? Any disagreements?**

DEO requires auditor rotation after 5 years. No issues or disagreements.

**27. Are there any other non-attest services we should be aware of that we would be performing other than financial statement preparation?**

**28. What was the fee for your audit, single audit and 990 the past three years?**

\$25,000, all-inclusive, for June 30, 2018, 2019 and 2020.

**29. How long have the current auditors been serving the Organization in this role?**

See 4 above.

**30. Are the current auditors allowed to respond to the RFP? or is there a required rotation?**

See 17 above.

**31. What aspects of the current service delivery for these services do you particularly like and value?**

Auditors provide a required service that lends credibility to financial statements.

**32. Is there anything related to the current service that you would like to change?**

Timing of audits.

**33. In the fiscal year 2020, were there any additional services, other than those listed in the proposal, provided by the current auditors? If so, what were they and what were the fees?**

None.

**34. Who will be the members of the audit selection committee?**

To be determined.

**35. Does CareerSource Pinellas expect to meet the requirements for a Federal Single Audit in 2021? And for what programs?**

Yes; for those programs listed in the RFP.

**36. Does CareerSource Pinellas expect to meet the requirements for a Florida Single Audit in 2021? And for what programs?**

No.

**37. Are you expecting any additional single audit requirements for the entity other than what was performed for the June 20, 2020 audit?**

None.

**38. How many adjusting entries have the auditors typically made as part of the audit process in previous years (if any)?**

None; only a couple of reclassification entries.

**39. Will we have access to your accounting systems from our office through VPN?**

For security reasons we do not anticipate granting access to our accounting system. We will generate all reports as requested.

**40. Are there any issues or significant changes that would be different than your prior audit and financial statements? Anything a potential auditor should know about? (new debt, lawsuits, changing software, new programs, new or loss of major funding, etc)**

No other issues or significant changes.

**41. What week is the current work being performed for audit fieldwork by your current auditors? (Interim work, year-end work)**

2020 Audit was delayed due COVID. See 6 above.

**42. Who will be our contact at the Organization when performing the audit?**

The Chief Financial Officer for logistics of the audits. If issues arise, the Chief Executive Officer and/or Audit Committee.

**43. Do you have experience with SuraLink online service?**

No.

**44. Who is your Third Party Administrator/investment company?**

Effective January 1, 2021, Martin, Martin, Randall & Associates, Inc. Third-Party Administrator and John Hancock is platform for the plan.

**45. Do we have online auditor access to your Third Party Administrator website to obtain audit package and perform audit procedure inquiries?**

It is our intent to grant access to the auditors or to provide them with all of the required documents.

**46. Can you provide a copy of the 401K audit report for December 31, 2019, if not can you please answer the following?**

**What are eligibility requirements?**

- a) **Do you allow loans in your plan?, If so, can they have multiple loans?**
- b) **Do you have auto enrollment?**
- c) **Do you automatic deferral increase each year?**
- d) **Do you have any benefit responsive investment contracts?**
- e) **Who is your Third Party Administrator?**

Uploaded 401K audit report.

**47. How many people do you have participating in the plan?**

122 participants with balances as of December 31, 2019, of which 57 were active participants and 65 were retired or separated participants entitled to receive benefits.

**48. For Attachment B #4, we have a significant amount of experience with all of these listed. It would take a significant amount of time to try and identify an exact number for each that do. Also, I would assume you do not want a large list for these, so I wanted to clarify how we should respond? Are you good if we put a general statement that we have experience for each of these areas and then maybe list at least one contact for each? I planned on giving 5 references overall in addition to the 3 written letters. Also a statement that if you need any further contact information for other clients you can contact me and I will provide.**

Answer as you see appropriate to give assurance to reviewers of the proposals that your firm has requisite experience in each category.

**49. How many programs/sources of revenue will need to be audited?**

Please see Page 8 for programs and projected funds for 2020-2021

**50. Will the number of programs increase in the coming years?**

Our core programs, which comprise the majority of our funding, will remain the same. There may be some other funding opportunities in the future.

**51. What is your current auditor rotation like? How long have you been using Powell and Jones? Are they invited to bid on the engagement?**

See 4 and 17 above.

**52. What are last year's audit fees? If you could break them down into the below categories it would be very helpful**

- Financial statement audit
- Single Audit
- 401K Audit
- 990

See 8, 13 and 28 above.

**53. How long has the current financial staff been in place?**

The Chief Financial Officer and Finance Coordinator have been with CareerSource Pinellas since October and November 2018, respectively.

**54. Has the situation involving Ed Peachey been resolved? Does your CPA firm need to provide any additional services related to this circumstance?**

See 3 above. No additional services required.

**55. As the proposal will be submitted electronically, are we permitted to use electronic signatures on the required forms?**

Please sign forms where appropriate and save as PDFs.

**56. How long were the auditors on-site for fieldwork in prior audits?**

One-week for financial statement audits. 401K audits performed remotely.

**57. What is the size of the finance team at CareerSource Pinellas?**

A Chief Financial Officer and Finance Coordinator. There is one vacancy with duties and assignments being evaluated.

**58. We are ERISA specialists and we only perform audits of benefit plans. Would you like a proposal for just the 401(k) plan or are you looking for a firm that will perform all requested services?**

You are welcome to submit a proposal for any or all services.