

**The Philadelphia Parking Authority  
701 Market Street, Suite 5400  
Philadelphia, PA 19106**

**RFP No. 25-03  
Outside Accounting and Audit Services  
Addendum One**

To: See Email Distribution List  
From: Shannon Stewart  
Manager of Contract Administration  
Date: February 5, 2025  
No Pages: 4

This addendum is issued on February 5, 2025, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Offerors regarding the work included in the above referenced solicitation.

**CHANGES TO THE RFP DOCUMENT**

**1. Part I-7 has been revised to include small businesses, please see the revised section below:**

**I-7. Small and Small Diverse Business Participation.**

The Authority seeks to increase procurement through **small and** small diverse businesses for all products, services and construction. To receive points during scoring, Offerors must identify their status as a **small and/or** small diverse business by completing the **Small and** Small Diverse Business Participation Submittal form included in the Proposal Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services. Offerors may self-certify at:

<https://www.dgs.pa.gov/Small%20Business%20Contracting%20Program/Pages/default.aspx>

**Please note: The Authority encourages small and small diverse business participation. However, this solicitation is open to all eligible Offerors.**

**2. Part III-4 e has been revised to the following:**

**Small and** Small Diverse Business participation.

**Weight: 10%**

**3. Page 8 of the Proposal Form has been revised, please see the revised language below:**

The title of the form has been changed to **“SMALL AND SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL”** and the language in the form below has been revised:

The Offeror will need to attach a copy of their SBPI certificate and the subcontractor’s SBPI certificate, if applicable. Offeror and/or subcontractor will be required to maintain their status as a certified **Small and** Small Diverse Business throughout the entire term of the contract.

## **QUESTIONS**

1. **Question:** There's a ten percent weighing for small diverse business participation. Are there participation goals that you are establishing for this RFP?

**Response: The Authority does not have participation goals for RFPs. If you are a small and/or small diverse business certified through the Department of General Services and provide your Small Business Procurement Initiative Certificate, you will receive points.**

2. **Question:** Do you get small diverse business participation points if you were to include a subcontractor that meets the requirements?

**Response: To be awarded the full ten percent, the Offeror must be a small and/or small diverse business. Offerors can receive up to 5 percent if they are proposing a small and/or small diverse business as a subcontractor.**

3. **Question:** Is there a current vendor providing the services outlined in the work statement or is this a new solicitation?

**Response: This is a new solicitation.**

4. **Question:** Is there a new auditor? Who is the audit firm expected for this particular year of 2025 that would be receiving this information?

**Response: Clifton Larson Allen ("CLA") is the Authority's auditing firm.**

5. **Question:** In CLA most recent year of providing auditing services were their deficiencies material weaknesses and was there any significant deficiencies?

**Response: There were two material weaknesses identified: material weakness in financial reporting and the financial close process. Both are remedied for FY25.**

6. **Question:** Can you explain maybe a little bit about what kind of report you're expecting related to the internal control evaluation?

**Response: The internal control report should identify any areas of weakness or exposure to a material financial reporting issue. The report will analyze the sub-ledgers and how they report to the general ledger and review any policies or procedures for a material weakness or salient omissions.**

7. **Question:** Have you come up with a dollar budget for the services and are you able to disclose that information?

**Response: As part of standard practices, the Authority does not release budgets for our projects.**

8. **Question:** Are you open to this work being performed remotely?

**Response: Work may be performed remotely after an onsite meeting has occurred between the Authority and the selected Offeror. Any work performed remotely must be approved by the Authority in advance and in writing.**

9. **Question:** Has the 2024 audit been completed? If so, can you provide a copy of it? (the most recent audit found on your website is from 2023).

**Response: Yes, the 2024 audit has been completed. All copies of the audit are available via <https://philapark.org/financials>.**

10. **Question:** Will we have access to all workpapers, calculations and journal entries prepared in the prior year?

**Response: Yes.**

**11. Question:** In Section II-4 of the RFP regarding the proposal format the RFP states that the Key Personnel Section has a limit of 1-2 pages. We assume this limit does not include the required resumes.

**Response: Correct.**

**12. Question:** Do you have an estimate of the number of hours the consultant will work on this project, annually? Do you have an estimate of hours broken down by areas listed in the Work Statement?

**Response: Not at this time.**

**13. Question:** Can you provide clarification on the journal entries the Consultant will review in item 1 of the Specific Work Statement? Is the Consultant responsible for preparing any journal entries? Is the staff who will be preparing the journal entries the same as the staff who prepared them in the prior year? Do you anticipate any changes to or issues with the journal entries reviewed by the Consultant?

**Response: The selected Offeror will mainly work with the Authority on the GASB 68, GASB 75 and GASB 96 required entries after all actuarial valuations are complete. The staff internally will be the same as in the prior year who are making the journal entries. No changes are anticipated after a review by both parties for reconciling to the actuarial valuations.**

**14. Question:** Has an internal control evaluation been performed in the past?

**Response: Only the portion that is required by the annual audit.**

**15. Question:** Can you provide examples of what types of agreements/contracts you would like evaluated?

**Response: All Finance policies and procedures will need to be evaluated and will be provided to the selected Offeror after contract award.**

**16. Question:** Are you open to the work being performed remotely?

**Response: Please refer to Question 8.**

**17. Question:** Is the audited financial statement for the year ended March 31, 2024 available for review? We were not able to locate at the following <https://philapark.org/annualreports/>.

**Response: Please refer to Question 9.**

**18. Question:** Given the significant number of contracts maintained by the Authority (vendor, lessor, lessee, labor, etc.), has the Authority determined the scope of the Contract compliance evaluation, including which types of contracts to review for financial and compliance aspects? If so, please indicate which contract types and how many contracts are expected to be evaluated?

**Response: The only items to be reviewed are the Authority's internal financial policies and procedures. All other contracts and leases are available if needed and as they pertain to the accounting pronouncements.**

**19. Question:** Has the Authority determined which aspects of internal control they want to have evaluated and the amount of testing they want performed to evaluate effectiveness?

**Response: Evaluate the posting of sub-ledges to the general ledger and how they post to the various databases in the accounting system. Ensure completeness and accuracy in the posting routines. Ensure that the current policies and procedure in place are adhering to current reporting and accounting standards.**

**20. Question:** With the stated goal of determining whether a contract management system that tracks financial obligations and contract data is necessary, are contract management objectives included in the internal control evaluation?

**Response: Contract management objectives are optional but will be considered if supplied.**

**21. Question:** With optional GAAP & GASB training, additional internal control evaluations, varying scope and complexity of contracts to be examined, which aspects of this contract are subject to a quoted hourly rate versus not to exceed (fixed fee) pricing?

**Response:** Hourly rates will only apply to services not identified in Part V – Work Statement of the RFP document.

**22. Question:** Can you please confirm that the Authority is not expecting an examination report under U.S. attestation standards (SSAEs) for the internal controls or the contract compliance evaluations?

**Response:** Confirmed.

**23. Question:** Requesting waiver of insurance coverage as follows: Our policy provides professional liability insurance limits of \$3,000,000 per claim and \$6,000,000 in aggregate. Additionally, we have a cyber insurance liability limit of \$2,000,000.

**Response:** The Professional E&O limits are reduced to \$3,000,000 per claim and \$6,000,000 in the aggregate. The Cyber Liability limit is reduced to \$2,000,000 per claim.

**END OF ADDENDUM ONE**