

REQUEST FOR PROPOSAL: Audit & Tax Services  
QUESTIONS & ANSWERS  
RFP No. 25-0255

No.	Question	Response
1.	Does the Tampa Bay Workforce Alliance, Inc. internally calculate the right-to-use assets and related lease liabilities, including note disclosure requirements, or is the auditor engaged to perform this as a non-attest service?	The auditor engaged is to perform as a non-attest service.
2.	If the auditor is engaged to perform the leases calculations, should the price be broken out as a separate line in the Price Reply section on page 8 of 15 of the RFP?	Yes, the price to perform the lease calculations and related footnotes is to be broken out as a separate line in the Price Reply.
3.	Is the prior auditor being considered for re-appointment and how long were they your auditor?	There is no prior auditor of LWDB 28. The fiscal year ending June 30, 2025 will be the first-year audit.
4.	Please provide us a brief summary of the accounting department personnel and their relevant experience.	The accounting department is composed of 8 CPAs and non-CPAs with close to 70 years' collective experience within the finance department of the organization. Each management staff have over 12 years' experience in not-for-profit accounting with certain staff also having experience in public accounting of NFP entities.
5.	Are there any auditing problems / difficulties we need to be made aware of?	None
6.	Do you have an audit committee or equivalent oversight by the Board?	Yes, Finance/Audit Committee.
7.	Is all of the accounting performed in one office, on one system? If not, how many accounting systems and locations are involved?	Yes, all accounting is performed in one office and system.
8.	We see you have converted to SAGE effective 7/1/25, have you run into any issues we need to be aware of?	Sage is not applicable to the year under audit. Aware of no issues.
9.	Is a Florida state single audit expected for FY25?	No
10.	The RFP includes audit of beginning balances of LWDB 14 & 15 but this is not defined in the	Fiscal year ending June 30, 2025 will be the first year audit of LWDB 28.

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	RFP. Is this in reference to CSPIN, the merging entity?	
11.	Can you provide the audited financial statements of CareerSource Pinellas County for the year ended June 30, 2024?	LWDB 14 (Merging entity): <a href="#">0624-Issued-Financial-Statements-WorkNet-Pinellas.pdf</a>  LWDB 15 (Surviving entity): <a href="#">2024 - Tampa Bay Workforce Alliance, Inc. (Tampa Bay Workforce Alliance, Inc. 2024 Audit</a>
12.	Did the organizations use a third party consultant for accounting for the merger?	No
13.	Is the fixed asset detail maintained in a fixed asset software system or on excel spreadsheets?	Excel
14.	Typically, an audit firm would prepare the financial statements and footnotes of the auditee. The RFP states you will be preparing them. Can you please confirm if you will be preparing?	Draft financials and footnote will be prepared by the LWDB.  The engaged audit firm will be requested to provide example financial statements and/or disclosures for new/changes in accounting standards that impact the LWDB.
15.	For CSPIN and CSTB, can you provide the prior year trial balance and audit adjustments, if any? Or give an indication of the number of adjustments and a description of the entries, if any?	There were no 6/30/2024 adjusting entries for LWDB 15.
16.	May we please get a copy of the budget or any interim financial statements for the current fiscal year?	See below link for FY 25/26 Planning Budget <a href="#">LWDB 28 - Annual Budget Submission 2025-2026</a>
17.	What is your preference of how field work is performed (remote, in person, hybrid, etc.)?	There is no preference.
18.	If possible, can you indicate the professional fees for 2024 or the number of hours incurred on the engagements?	Fiscal year ending June 30, 2025, will be the first-year audit of LWDB 28. Prior year fees or hours will not be representative.
19.	Is the incumbent firm allowed to be selected for the upcoming 5 year term or is rotation required?	Qualified proposers with a fully responsive proposal will be considered.
20.	Have the beginning balances for both LWBD 14 and 15 been transitioned onto the LWDB 28 current financial ERP system or will these	Yes, beginning balances have been transferred.

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	beginning balances be coming from two separate sources to consolidate?	
21.	Can you please provide the fees paid each of the past two years for both LWBD 14 and 15 for audit, single audit and tax services?	See response to #18
22.	Were there any out-of-scope extra billings or additional services provided in the last two years? If so, what was the fee and scope of the services?	Non attest services for right-to-use assets and related lease liabilities, including note disclosure requirements.
23.	Have there been any auditor adjustments for the previous two years?	None for LWDB 15
24.	Have there been any management letter comments for the past two years?	None for LWDB 15.
25.	What are the most important traits you look for in your partnership with an accounting firm to support your audit and tax services?	Excellent communicators, in-depth knowledge of workforce development board programs, extensive experience in auditing workforce board of similar size, consistent audit team each year.