



**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL
PURCHASING DEPARTMENT
160 Peregrory Lane
Charlottesville, VA 22902
P: (434) 977-6981 F: (434) 977-9617**

Project: RFP 2024-112023-06 Audit Services

Due Date: November 20, 2023, 10:00 a.m. EST

ADDENDUM NO. 1

1. Please see attached agenda and sign in sheet for the pre-conference meeting held on November 6, 2023 at Albemarle Charlottesville Regional Jail.

2. Below are question and answers:

Q: The RFP mentions FY22 as the first year on page 3 however online you all have an issued report for FY22?

A: Remove reference for FY22 audit.

Q: Based on #1, would the first audit period be FY23? If not and you have contracted a firm to audit FY23, when do you anticipate the completion of FY23's audit?

A: The audit will be for FY23

Q: What were your total audit fees for FY23, if already known and FY22 for the Jail?

A: \$20,000.00

Q: When were the auditors onsite and for how long in 2022? Was any work done remotely?

A: Late Fall 8-10 hours

Q: What was the number of adjusting journal entries the auditors had during the 2022 audit?

A: 4 entries (GASB 68, 75, 87 lessee and 87 lessor)

Q: Is there any particular reason that the Jail is going out for bid?

A: VPPA doesn't allow public agencies to piggyback off other agencies professional services contract (§ 2.2-4304). Audit Services is considered "Professional Service" IAW § 2.2-4301.

Q: Does the Jail anticipate any new or large increase in federal funding in next several years?

A: No

Q: Will the Jail require any additional non-audit assistance (such as capital asset tracking, etc.) or help with implementing GASB 96 Subscription-Based Information Technology Arrangements (if audit is for FY23)?

A: Not anticipated

Q: Does this venture require Bonding?

A: No.

Q: Are there specific certifications or state registrations required to bid on this venture?

A: CPA designation is required

Q: Are vendors able to acquire state certifications directly following being awarded this contract?

A: Vendors are required to have State Registrations IAW Virginia State Laws in order to conduct business in the State. Contract may not be executed without valid registrations.

Q: What is the anticipated award date for this contract?

A: 1 January 2024

Q: Would we have access to previous year's audit document?

A: Yes

Q: Are there any timeline deliverables other than what was published/When will work start?

A: Field work schedule can be negotiated with the winning vendor/Audit work will start as soon as contract is executed.

Q: Are auditors required to provide any procedures or statistics to the audit result?

A: Agency is comfortable with whatever procedure the vendor deems appropriate, however nothing above and beyond what the State mandates.

Vendor acknowledgement of Addendum No. 1:

Vendor: _____

Name: _____

Signature: _____

Date: _____

**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL
PURCHASING DEPARTMENT
PRE-CONFERENCE MEETING**

Project: RFP 2024-112023-06 Audit Services
Location: 160 Peregory Lane, Muster Room, Charlottesville, VA 22902
Date: November 6, 2023, 10:00 a.m.

AGENDA

Please silence all phones!

I. Introduction

Lyn Wrigley, Purchasing Agent/Finance

Evaluation Panel:

Col. Martin Kumer, Superintendent

Ann Harranty Shawver, CPA, CPFO

II. Important Dates

Event	Date
Publish RFP	October 23, 2023
Pre-conference Meeting	November 6, 2023
Ask Final Questions about the RFP	November 9, 2023
Post final Addenda	November 13, 2023
RFP Due Date	November 20, 2023

LATE RFP'S WILL NOT BE ACCEPTED

III. Send all questions in writing to: wrigleya@acrj.org

IV. Question and Answer

**ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL
PURCHASING DEPARTMENT
PRE-CONFERENCE MEETING SIGN-IN SHEET**

Project: RFP 2024-112023-06 Audit Services
Location: 160 Peregory Lane, Muster Room, Charlottesville, VA 22902
Date: November 6, 2023, 10:00 a.m. EST

Name:	Pepper C. Bethel
Organization:	PPI Group (Persimmon Planning Inc)
Phone No.:	(571) 765-4128 office
Fax No.:	(571) 765-4149
E-Mail:	pepperbethel@gmail.com / ppi.group.inc@outlook.com

Name:	Martin Kumar
Organization:	ACRT
Phone No.:	
Fax No.:	
E-Mail:	

Name:	Ann Harty - Shaver
Organization:	ACRT Consultant
Phone No.:	
Fax No.:	
E-Mail:	

Name:	Lyn Hughes
Organization:	ACRT
Phone No.:	
Fax No.:	
E-Mail:	
Name:	