

**CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY**  
**RFP 23002**  
**INDEPENDENT AUDIT SERVICES**

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<b>Addendum #1</b>
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**PLEASE NOTE:** As long as you are registered for this RFP you will continue to receive these notices. If you plan to not respond to this RFP with a submittal, you may want to notify the Procurement Department. Once you have done such, you will not continue to receive any notices pertaining to this RFP.

- 1. CLARIFICATION:** The due date for this RFP is Thursday, May 4, 2023 at 3:00 P.M., Local Prevailing Time through eVA at [www.eva.virginia.gov](http://www.eva.virginia.gov).

**2. QUESTIONS AND ANSWERS:**

- Q: Are we permitted to contact the previous auditor?  
A: **No, not at this time.**
- Q: Is the incumbent auditor an eligible bidder?  
A: **Yes, they are.**
- Q: Were there any disagreements and/or contentions with the previous audit?  
A: **No, there were no disagreements with the previous audit.**
- Q: Were there significant adjustments made as a result of the prior audit?  
A: **No, there was not.**
- Q: We perform most audit work remotely and preschedule onsite activities over a predetermined number of consecutive days. Does this arrangement work?  
A: **That is the usual arrangement.**
- Q: Are there any changes to the services requested in this RFP that were not included as part of the prior year's audit fees?  
A: **No**
- Q: Has there been any significant changes in your operations, programs, or personnel recently?  
A: **No**
- Q: What software do you use to prepare general ledgers and financial statements?  
A: **Yardi**
- Q: When will the books be ready for the audit?  
A: **30-60 days after the end of the fiscal year, which is March 31<sup>st</sup>.**
- Q: When will the unadjusted financials be submitted to REAC?  
A: **As required by HUD**
- Q: Should the price proposal be submitted separately from the proposal technical response?  
A: **No, the price proposal is part of the submission.**
- Q: Does the Authority have a contracted Fee Accountant/external accounting consultant?  
A: **Yes, at this time.**



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- Q: Will the award to eligible bidders be based on “lowest price” or “best value”?
- A: **This is a RFP. The award will be based on Technical factors as well as Price.**
- Q: Will the agency extend the due date to May 1st since the RFP package was published on April 1st?
- A: **The Due Date was extended to 3:00 p.m. on May 4, 2023.**

**Thank you for your interest in doing business with the Charlottesville Redevelopment and Housing Authority (Authority) and we look forward to receiving a Proposal from your firm.**

**Delores Adams**  
**Procurement Consultant**

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**You must complete the following and return this Addendum no later than Thursday, May 4, 2023, along with your Proposal. It is the responsibility of all Offerors to acknowledge Addendums. Failure on the part of any Offeror to acknowledge this Addendum by the deadline may, at the Authority’s discretion, deem the Offeror non-responsive and may eliminate such Offeror from consideration for award.**

**ACKNOWLEDGED BY:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

