August 4, 2020

ADDENDUM #1

Request for Proposal (RFP) #20-221
Annual Financial and Compliance Audit of Senior Centers in Genesee County, MI

Genesee County (the County) continues to review the guidance that has been provided by State and Federal Government agencies in regards to COVID-19. The County’s focus is, as always, on the health and safety of our constituents, vendors, and employees.

The Purchasing Department is issuing this addendum for the purpose of announcing the following information:

➢ The due date for this project remains on Thursday, August 13, 2020. All bids must be submitted to the Purchasing Department before 2:00 PM (EDT). Bids will be time stamped using the time clock located in the Purchasing Department. The only acceptable evidence of the time of receipt of the proposal is that of the aforementioned time clock. The bid opening will take place on the same day (8/13/20) @ approximately 2:05, and it is open to the public. This meeting will be conducted per current State guidelines. The Purchasing Department will announce only the following information during the bid opening: vendor’s name that has submitted a proposal.

➢ The Purchasing Department has made a revision to page #6 of the RFP. The revision is in Section 4, No. 2(C), and reads as follows: The awarded firm will complete all ten audits for the centers for two years. Previous language stated that there was eight audits for the centers for two years. Revised page accompanies this addendum.

➢ The County Building will be open for vendors to drop off their packets. The County has adopted rules for individuals that enter the premise. Please note that individuals who enter the County building must have on the proper face covering and will be subjected to screening and answering questions before entering the building.

The due date for this bid remains on Thursday, August 13, 2020 before 2:00 PM (EDT).

Vendors must indicate receipt of this addendum by adding the following on the Signature Page (item #6) and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

ALL BIDS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 361
FLINT, MI 48502

______________________________
Derrick Jones, Purchasing Administrator
G:/bid2/2020/20-221.add1
9. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than **Monday, August 3, 2020 before 5:00 PM (EDT)** to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.

**SECTION 4 – GENERAL INFORMATION**

1. **PROJECT INFORMATION** - Genesee County is issuing this Request for Proposals for interested auditing firms who are qualified under Michigan law and regulations for the performance of two annual financial and compliance audits of Genesee County Senior Centers, in accordance with the requirements of the State of Michigan.

The two audit periods are for the fiscal years ending September 30, 2021 and 2022. Future millage renewals may allow the contract to be extended for additional years.

Each Senior Center is a non-profit operation with funding from local and state sources, millage, non-millage and in-kind.

2. **GENERAL INFORMATION** – Financial information pertaining to Genesee County Senior Centers is as follows:
   
   A. Population of the County - 436,141
   
   B. The Senior Centers that will be audited and their fiscal years are the following:
      
      - Flushing, Loose, Forest Twp., Brennan, Carman-Ainsworth (FY January – December)
      - Krapohl, Eastside, Hasselbring (FY October – September)
      - Swartz Creek, Davison (FY July – June)
   
   C. The awarded firm will complete all ten audits for the centers for two years.
   
   D. All Senior Centers are non-profit 501 c 3.
   
   E. Some of the centers do not use Senior Millage funding to pay for the audit.
   
   F. Senior Center’s financial statements are on the accrual basis.
   
   G. The County does not anticipate any problems with audit at any of the Centers and there are no significant changes from the previous year.
   
   H. Annual center budgets range from $200,000 to $500,000.
   
   I. For more information on the Senior Centers go to [www.gcseniors.org](http://www.gcseniors.org)
   
   J. Auditors spent 2 to 5 days at each center each year.

3. **INELIGIBLE CONTRACTORS** - All proposers will be required to certify that they are not on the Comptroller General's List of Ineligible Contractors. All proposers must also certify that any firm, partnership, or association in which they have substantial interest, personally or as a corporate entity, is also not included on the Comptroller General's List of Ineligible Contractors.