**Addendum No. 1**

**RFP No. F-888-00**

**IPA ANNUAL AUDIT SERVICES AND TAX SERVICES**

**October 7, 2020**

**Chattanooga Housing Authority**

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The Chattanooga Housing Authority hereby issues Addendum No. 1 to the above project. The addendum consists of the following questions as presented through the Bonfire website and CHA’s responses.

Berman Hopkins Wright & LaHam, CPAs and Associates, LLP

RFP for IPA Annual Audit Services and Tax Services - Berman Hopkins

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| Joan Gordon, Oct 05, 2020 2:59 PM EDT |
| 1. Can you please provide us with a copy of the prior year Audit Report? Please see link provided on the Bonfire website.  2. How many staff are in your accounting department? See FAQ.  3. Do you outsource any accounting functions? See FAQ.  4. Do you have any component units? See FAQ and 2019 audit.  5. When would you like to commence the audit work? See schedule in RFP  6. When would you like a draft of the audit work? See schedule in RFP  7. When would you like a final audit report? See schedule in RFP  8. Did you have any negative experiences with your prior auditor that would prevent them from continuing on as the auditor? No.  9. Do you foresee your previous auditor bidding on this contract? Yes. |

Citrin Cooperman

Questions on RFP for Audit Services

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| Mike Stephens, Oct 05, 2020 9:33 AM EDT |
| 1. Are there any new programs or component units to be considered for the 2020 audit? See FAQ  2. Have there been any significant changes in staffing or organizational structure that would impact the audit for FY2020? No.  3. How has COVID-19 impacted the Authority and have any changes been made expected to impact the FY2020 audit? The 2019 audit fieldwork was all done electronically this year. The firm presented to the Board via phone conference. If COVID is still a problem in 2021, then similar arrangements will be made.  4. What were the prior year fees for the same scope of work for FY2019? $61,600 for CHA, and $7,450 for Greenwood Terrace, LLC. (audit and tax).  5. If fees are not provided, approximately how many hours did the auditors incur and/or how did they staff the engagement? See #4.  6. Were there at audit adjustments in the FY2019 audit and what were the nature of the adjustments? See FAQ  7. Is there anything the Authority would like to see done differently in the audit process (timing, how documentation requested, etc.)? No. |

***Proposals are still due by 4:00 p.m. EDT on Wednesday, October 14, 2020.***

**The signed acknowledgment form must be submitted on the Bonfire website and receipt of the addendum should also be acknowledged on the RFP Proposal Form submitted within your proposal.**

**DATED: October 7, 2020**

**END OF ADDENDUM NO. 1**

ACKNOWLEDGMENT

I acknowledge receipt of Addendum No. 1 to Solicitation #F-888-00, Request for Proposals for IPA Annual Audit Services and Tax Services.

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(Signed)

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