



**ADDENDUM #1
Housing & Human Services
Boulder County Housing Authority Audit and Tax Services
RFP # 7288-21**

December 29, 2021

The attached addendum supersedes the original Information and Specifications regarding RFP # 7288-21 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: How many staff are in your accounting department?

ANSWER: Seven.

2. Question: Do you outsource any accounting functions?

ANSWER: No.

3. Question: What were the prior year fees for these services?

ANSWER: N/A.

4. Question: What do you have budgeted for the current year for these services?

ANSWER: N/A.

5. Question: Did you have any negative experiences with your prior auditor that would prevent them from continuing as the auditor?

ANSWER: No.

6. Question: Do you foresee your previous auditor bidding on this contract?

ANSWER: No.

7. Question: Is there anything you would like to see improved from the prior year's audit experience?

ANSWER: This year we are focused on providing the auditors with a final adjusted trial balance early in the audit process.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on January 6, 2022.**

Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.

NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).

Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7288-21** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

December 29, 2021

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7288-21, Boulder County Housing Authority Audit and Tax Services.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

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