

November 6, 2017

NOTICE TO ALL PROSPECTIVE BIDDERS

**RE: ADDENDUM 1
2017-EDW-69
External Audit Services**

This Addendum is being issued to change and/or provide clarification and additional requirements for the specifications of the unit to be bid. The changes are summarized below.

Question 1

Can we ask for clarification with respect to item 2.8 iv) re Audit Deadlines. I note that the document indicates the Corporation would like financial statements completed by “about late April” with “audit committee review by mid-May and Submission to council by end of May...” Our research indicates the past history based on audit report dates has been:

Aug 22 2017

July 26 2016

July 28 2015

June 10 2014

July 23 2013

I note that the attachments to the March 2016 Audit Committee meeting refer to a schedule with field work commencing April 11, 2016 and presentations to committees starting in June 2016 and to council in July 2016 (as attached). May we confirm whether these reporting dates have been as agreed upon between the Corporation and auditors and dependent on year-to-year issues that were facing the Municipality in the respective years under audit? We are most interested in meeting your deadlines but as we contemplate your requirements we would like to have an idea for the coming year in particular as to timing. Shall I take it that for 2017 you expect to move the deliveries up to those noted in your proposal information? May we ask when the accounting work on the year end would be complete and ready for audit?

We set dates with our auditors at the end of the current year audit for the following year, however there have been some extenuating circumstances on the County's end and we have had to shift the audit as a result to a time convenient for both parties.

Question 2

We are most interested in meeting your deadlines but as we contemplate your requirements we would like to have an idea for the coming year in particular as to timing. Shall I take it that for 2017 you expect to move the deliveries up to those noted in your proposal information? May we ask when the accounting work on the year end would be complete and ready for audit?

Our hope for 2017 is to adhere to the dates in the RFP (April and Mid-end of May), we would have our audit materials ready for the date the auditing firm would be onsite. We have not made materials available before the onsite visit.

November 6, 2017

PLEASE SIGN AND FAX BACK TO 613.476.7622

Received by (Company Name)

Date, Time

ADDENDUM MUST BE INCLUDED WITH TENDER SUBMISSION

