



## Town of Miami Lakes

### RFP 2016-46 Independent Auditing Services, Addendum #3

This addendum is incorporated into and made a part of the Request for Proposals (“RFP”) 2016-46. The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. **Underlined and bolded** word(s) indicate additions. Deletions are indicated by strikethrough.

#### **Questions (3 of 3)**

1. On page 7 of 45 in section 2.15 “Execution of Response” it states that “Partnerships must furnish also furnish documentation demonstrating the partner’s authority to sign on behalf of the partnership.” Would the Town clarify what documentary evidence would be acceptable to meet this requirement?

**Answer:** Options include an affidavit of signatory authority executed by authorized agents of the respective firms involved in the partnership or other notarized articles establishing such authority.

2. On page 26 of 45 the Town is asking the following: “Multiple Fund Sources: Yes \_\_\_\_\_ No \_\_\_\_\_”. Is this asking if the audit fee was allocated by the client to multiple funds?

**Answer:** Proposers can write “N/A” for this item as the information is not applicable to this procurement.

3. On Page 16 of 45 it states “Complete the Proposer’s Qualifications form”. Is this the same as the “Proposer’s Experience Form”? If not, where would we be able to find the “the Proposer’s Qualifications form”?

**Answer:** Please disregard the reference to a Proposer Qualifications Form, as it does not exist. The “Proposer Information Form” on RFP page 24 serves this purpose.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFP or completing the acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the RFP Response.

Acknowledgement:

\_\_\_\_\_  
Name of Signatory  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Name of Proposer

Christina Semeraro, MPA, CPPB  
Procurement Manager