



Fayette COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

November 4, 2014

Subject: Addendum #2 - RFP #P916 Auditing Personal Property Accounts for Compliance

Gentlemen/Ladies:

Included herein is additional information and clarification for the above referenced request for proposals. Please consider all of this information when preparing your proposal.

- 1. Under Section II Letter E where it states "The audits will be performed at the taxpayers Fayette County location, or at the Fayette County BTA office." Does this mean the entire audit including asset coding and calculating audit results or rather the review of the accounting documents?** All requested audit documents are to be in possession of the county during the audit, which means documents sent by U.S. Mail, or documents sent electronically should be sent to Fayette County. If audit documents are to be reviewed or obtained at site visit, a county staff appraiser will accompany the auditor. Audit reconciliation is to be performed on site or at the Fayette County BTA office.
- 2. Oftentimes a taxpayer, their agent or CPA will send the records in advance of the site visit. They are sometimes sent electronically via PDF or excel. Is it acceptable to receive the records in advance and bring them to the audit appointment?**
All requested audit documents are to be in possession of the county during the audit, which means documents sent by U.S. Mail, or documents sent electronically should be sent to Fayette County. If audit documents are to be reviewed or obtained at site visit, a county staff appraiser will accompany the auditor. Audit reconciliation is to be performed on site or at the Fayette County BTA office.
- 3. To properly formulate a response to the staffing elements of the RFP, can you provide the expected or requested annual budget for the auditing program?**
As stated in the Terms and Conditions in the Request for Proposals, the initial contract will be for approximately 18 months, ending on June 30, 2016. The budget allocated for the current fiscal year, ending June 30, 2015 is \$50,000. This will be the initial amount of the contract. Additional funds may be allocated for this purpose in the new fiscal year, which would mean that additional audits could be assigned.

4. **Describe the total # and estimated value of personal property tax accounts in Fayette County BTA.**
Total # is 3,288 Accounts and \$348,748,998 Assessed Value.
5. **Describe the # of bankrupt or closed business accounts within the total population.**
Fayette County does not track that information.
6. **Have a similar scope audit services previously provided to a Fayette County and if so, in what year were the audits performed? Please disclose the CPA firm which performed the services.** No audits have been performed by outside audit firm in over 10 years.
7. **Please describe the data system used for Fayette County BTA records.**
Tyler Technologies (CLT Division); software called: iasWorld.
8. **Describe the extent of Fayette County staff involvement in the audit appeals process when appeal situations arise for a final determination.**
As much as necessary.
9. **The RFP indicates assignments at commencement of the fiscal year(s); what is the planned total scope period in years for the contract period? Are there supplemental years for a renewal period?**
As listed in the RFP; General Terms and Conditions #14, "The term of this agreement shall begin upon issuance of a Notice to Proceed, and continue through June 30, 2016. Thereafter, this agreement may be renewed by the county for two additional one-year renewal terms".
10. **Statement of Work L, refers to bidders may propose assistance in developing formal training on BTA audits. Identify the # of BTA staff the training may be provided for. Can a staff organization chart be provided in a RFP addendum?**
1 Lead Appraiser; and possibly 1 other Subordinate Appraiser.
11. **Statement of Work - section M refers to bidders may propose assistance with developing an effective approach for Fayette staff to conduct discovery of new and unreported taxpayers. Please describe the extent of IT access to GIS and existing business license data systems.**
GIS is online and in-house computer will be provided for necessary access. No Electronic Business License Data System in place for Fayette County taxing jurisdictions.

Received by _____ Company _____

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, all responders shall still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this request for proposal has not changed. The opening date will be 3:00 p.m. Thursday, November 13, 2014. Proposal must be received in the Purchasing Department at the address listed above in Suite 204 on or before the opening date.

If you have already submitted a proposal, it **will** be opened and read on the opening date. If you would not like your proposal opened at all or should you desire to submit a new proposal, your original proposal must be picked up, or you must notify the Fayette County Purchasing Department **in writing** at the address above of your desire to not have your proposal opened.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted L. Burgess", written over a horizontal line.

Ted L. Burgess
Director of Purchasing

TLB/tcb