



# Department of Administrative Services

## Purchasing and Contracts

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Sabra Smith Newby, Chief Administrative Officer  
Adleen B. Stidhum, Purchasing Administrator



### CLARK COUNTY, NEVADA RFP NO. 603184-13 CONTRACT FOR AUDITING SERVICES

December 23, 2013

#### ADDENDUM NO. 1

#### REQUEST FOR PROPOSAL

1. The RFP opening date of January 10, 2013 at 3:00:00 p.m. **remains unchanged.**

#### GENERAL CONDITIONS

2. Page 1, Item No. 2 – Intent, **delete** the first sentence and replace with the following: "The OWNER's are soliciting proposals from qualified firms of certified public accountants to audit their financial statements for the fiscal years ending June 30, 2014.
3. Page 1, Item No. 2 – Intent, **delete** seventh paragraph in its entirety and **replace** with the following: "Proposer may choose to propose on (1) Clark County/RFCF, which will be evaluated together; and/or (2) DOA, which will be evaluated separately.
4. Page 1, Item No. 2 – Intent, **add** new paragraph as follows: "The term of contract shall be from the date of award through December 31, 2016, with the option to renewal for two (2), one-year renewal periods."
5. Page 2, Item No. 6 – Submittal Requirements, **delete** the first sentence of the third paragraph and **replace** with the following: "The PROPOSER shall submit one (1) clearly labeled original and seven (7) copies of their proposal, including one (1) CD or flash drive and an electronic copy of their proposal, preferably in .pdf format.
6. Page 4, Item No. 17 – Evaluation Criteria, **delete** first paragraph and **replace** with the following: "Proposals should contain the following information. PROPOSER may individualize each evaluation criteria, identified below, for each agency (Clark County/RFCF or DOA), but shall clearly delineate within their submittal if they select this option. For example: Proposal submittal may contain the following: E (1) – Experience & Staff Qualifications (Clark County/RFCF only) and E(2) Experience & Staff Qualifications (DOA only)
7. Page 4, Item No. 17 – Evaluation Criteria, Paragraph A – Cover Letter, **delete** the reference with section "15" and "21" and **replace** with "12" and "13", respectively.
8. Page 5, Item No. 17 – Evaluation Criteria, Paragraph F – Project Fee, **delete** in its entirety and **replace** with the following: "PROPOSER shall respond accordingly to Exhibit 1 Fee Schedule for Professional Fees and Expenses for the following options: (1) Clark County/RFCF and/or (2) DOA.
9. Page 5, item No. 18 – Owner's Financial Statements, **add** the following: On the aforementioned Purchasing website, the following audits are also available: DOA – PFC Audit - June 30, 2013 and DOA – Single Audit - June 30, 2013. In addition, the FAA – Passenger Facility Charge Audit Guidance is also available. Furthermore, the Clark County single audit report for the June 30, 2012 is available at the following link: <http://www.clarkcountynv.gov/Depts/finance/comptroller/Documents/pdf/2012%20Single%20Audit/Grant%20Single%20Audit%20Report%206-30-12.pdf>

#### BOARD OF COUNTY COMMISSIONERS

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EXHIBIT 1 – FEE SCHEDULE FOR PROFESSIONAL FEES AND EXPENSES

10. **Delete** Exhibit 1 – Fee Schedule for Professional Fees and Expenses and **replace** with the attached Fee Schedule for Professional Fees and Expenses.

ADDITIONAL INFORMATION

11. The auditing fees for Clark County, RFCD, and DOA are as follows:

Clark County Annual Audit and Single Audit Fee for FY12: \$322,800 total

RFCD Annual Audit Fee for FY13: \$29,900

DOA PFC Audit, Single Audit, and Annual Audit for FY13: \$125,000 total

12. In regards to the external regulatory audits, the majority of these audits occur within each department; however, the results of such audits have not warranted the disclosure of findings to the Comptroller's office.

Except as modified herein, all other RFP specifications, terms and conditions shall remain the same.

Should you have any questions, I can be reached at (702) 455-2729 or [chetanc@clarkcountynv.gov](mailto:chetanc@clarkcountynv.gov).

ISSUED BY:



CHETAN CHAMPANERI  
Purchasing Analyst

Attachment(s): Exhibit 1 – Fee Schedule for Professional Fees and Expenses

cc: Jessica Colvin, Comptroller  
Mark Gamett, Finance  
Michael Biel, DOA  
Joseph Grippaldi, RFCD

**EXHIBIT 1**  
**FEE SCHEDULE FOR PROFESSIONAL FEES AND EXPENSES**

PROPOSER shall respond accordingly to the below tables. The fees proposed for Clark County/RFCD will be evaluated together. The fee proposed for DOA must be independent of the fee proposed for Clark County/RFCD.

Period of Performance			
Clark County/RFCD Fees	Date of Award through Dec 31, 2016	Jan 1, 2017 through Dec 31, 2017	Jan 1, 2018 through Dec 31, 2018
Description of Personnel	Standard Hourly Rate	Standard Hourly Rate	Standard Hourly Rate
Partners	\$	\$	\$
Managers	\$	\$	\$
Supervisory Staff	\$	\$	\$
Staff	\$	\$	\$
Others (Specify):	\$	\$	\$
Others (Specify):	\$	\$	\$
Others (Specify):	\$	\$	\$
Description of Services	Date of Award through Dec 31, 2016	Jan 1, 2017 through Dec 31, 2017	Jan 1, 2018 through Dec 31, 2018
Clark County Annual Audit Fee, excluding OMB A-133 Single Audit	\$	\$	\$
Clark County OMB A-133 Single Audit fee	\$	\$	\$
RFCD Annual Audit Fee	\$	\$	\$

Period of Performance			
DOA Fees	Date of Award through Dec 31, 2016	Jan 1, 2017 through Dec 31, 2017	Jan 1, 2018 through Dec 31, 2018
Description of Personnel	Standard Hourly Rate	Standard Hourly Rate	Standard Hourly Rate
Partners	\$	\$	\$
Managers	\$	\$	\$
Supervisory Staff	\$	\$	\$
Staff	\$	\$	\$
Others (Specify):	\$	\$	\$
Others (Specify):	\$	\$	\$
Others (Specify):	\$	\$	\$
Description of Services	Date of Award through Dec 31, 2016	Jan 1, 2017 through Dec 31, 2017	Jan 1, 2018 through Dec 31, 2018
DOA Annual Audit Fee, excluding OMB A-133 Single Audit	\$	\$	\$
DOA OMB A-133 Single Audit fee	\$	\$	\$
DOA FAA Passenger Facility Charge Audit	\$	\$	\$