



**ADDENDUM #1 – APRIL 1, 2019
REQUEST FOR PROPOSALS
AUDIT SERVICES**

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This Addendum is added to and shall become a part of the Request for Proposals (RFP) documents dated March 13, 2019. Proposers shall acknowledge receipt of this Addendum in the Proposal cover letter. Failure to comply may result in rejection of the Proposal.

Note:	The Proposal Due Date <u>has not</u> been changed.	Due Date:	April 12, 2019
	The Proposal Time <u>has not</u> been changed.	Time Due:	4:30 PM (CDT)

This Addendum consists of the following:

❖ Questions and Answers

1. Would you provide the audit fees for the most recent audits of the Eastern Iowa Airport car rental companies and concessionaires? **See answers to question 2.**
2. Has the Airport had an audit of its rental companies, concessions, and/or parking facilities performed previously? **Yes**
 - o If yes, when was each audit performed? **6/2014 two rental car audits (\$13,383); 7/2015 two rental car audits (\$14,486.76); 9/2015 one concession audit (\$4,669)**
 - o If yes, who performed the audit? **Brooks Lodden, P.C.**
 - o If yes, were the procedures performed as part of an agreed upon procedures (AUP) engagement in an external audit or as a consulting engagement? **Procedures were part of an AUP engagement.**
3. What is meant by the term “spreadsheet” in Section 4. Fees and Billings (page 11)? **A spreadsheet shows accounting or other data in rows and columns.** Would a table created in Word be sufficient so long as it contains all of the information requested? **Yes**
4. Where feasible, would the Airport be agreeable to a provider using data mining tools for testing and entire population vs. sampling techniques? **Yes, if feasible.**