The following information is provided for prospective Bidders for RFP No. 2054:

1. **Question:** What are the attributes you are looking for in an audit firm?

   **Answer:** Below are the attributes we are looking for:

   - Reputable CPA firm in the State of California, licensed by CBA, a member of AICPA and passed peer review.
   - Independent - This is expected by all members of the firm assigned to the engagement.
   - Honesty - All members of the firm assigned to this engagement should have this attribute.
   - Good Communication - Willing to listen to our needs and concerns.
   - Well rounded Experience in our industry. Audit Senior and Staff should have the relevant experience and avoid requesting same information from different sources within the District.
   - Professionalism and integrity.
   - Creative - Offer fresh ideas for more cost effective ways in doing business.
   - Fair - Transparent in billings.
   - Efficiency - Audit Senior and staffs assigned to the engagement should not be pulled out in the middle of the audit and replaced with others. We need consistency of audit staff once they have been assigned.

2. **Question:** Any significant operational or financial software changes between fiscal years 2015-16 and 2016-17?

   **Answer:**

   No changes from prior year.

   Rio Hondo is not a fiscally independent District, as such we use the Los Angeles County Office of Education (LACOE) PeopleSoft System for Financial Reporting and Banner Ellucian for student database management.
3. **Question:** We are committed to utilizing technology to the best of our and our client's abilities – most audit requests and documents are shared via a client portal and some audit procedures will be completed remotely. Is this something that you and your staff are open to?

**Answer:**

This has been the practice with the outgoing auditor, however the auditor should be on site for examination as certain documents are too bulky or confidential to be uploaded over the web.

4. **Question:** Approximately how much time was spent by the prior auditors and what were the audit fees?

**Answer:**

- Interim audit about 1 - 2 weeks
- Final audit 4 - 5 weeks
- Audit fee for the first 2 years was $51,000 each and $53,000 for the 3rd year.
- Bond financial and performance was $3,600 each for the first 2 years and $3,700 for the final year.

Sincerely,

[Signature]

Felix G. Sarao  
Director - Contract Management and Vending Services