



ADDENDUM No. 1

AUGUST 30, 2016

Solicitation Title: Independent Auditing Services for the North Miami Community Redevelopment Agency (CRA)

Solicitation No.: RFQ No. 41-15-16 Opening Date: **Monday, September 12, 2016 by 3:30PM**

Attention all potential bidders:

- MUST Addendum:** Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this solicitation. All "MUST" addenda are considered a matter of responsiveness. "MUST" addenda must be returned with your Bid submittal or acknowledged on Form "A-5" attached to this addendum. Failure of a Submitter to acknowledge the addenda shall be cause for rejection of the bid.

Request for Information Questions/Clarification:

Q.1 "Please provide a copy of prior year financial statements."

A.1 Copies of prior year financial statements can be found on the North Miami CRA website linked below:

http://www.northmiamicra.org/plan/docs_plans.asp

Q.2 "Please provide a copy of a prior year management letter (if any)."

A.2 See "Attachment A" of this Addendum.

Q.3 "Please provide prior year's fee and estimated hours to complete the audit."

A.3 The audit fee for last year was \$13,000. Hours to complete the audit are not available.

Q.4 "Please provide prior year audit report."

A.4 Copies of prior year audit reports can be found on the North Miami CRA website linked below:

http://www.northmiamicra.org/plan/docs_plans.asp

Q.5 "Please provide annual budgets."

A.5 Copies of annual budgets can be found on the North Miami CRA website linked below:

http://www.northmiamicra.org/plan/docs_plans.asp

For any other questions, clarification can be found in the specifications.

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum

**MANAGEMENT LETTER IN ACCORDANCE WITH THE RULES
OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Commissioners of
The North Miami Community Redevelopment Agency
North Miami, Florida

Report on the Financial Statements

We have audited the financial statements of the North Miami Community Redevelopment Agency (the Agency), a component unit of the City of North Miami, Florida (the City), as of and for the fiscal year ended September 30, 2015, and have issued our report thereon dated March 24, 2016.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reports and Schedule

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated March 24, 2016, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address the finding and recommendation made in the preceding annual financial report which is described in the accompanying Schedule of Findings and Questioned Costs as items **2014-1 and 2014-2**.

Official Title and Legal Authority

Section 10.554(1)(i)5., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The pertinent details of the Agency are disclosed in the notes to the financial statements.

Financial Condition

Section 10.554(1)(i)6.a., Rules of the Auditor General, requires that we report the results of our determination as to whether or not the Agency has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the Agency did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.c. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the Agency's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Other Matters

Section 10.554(1)(i)2., Rules of the Auditor General, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding the investment of public funds. In connection with our audit, we determined that the Agency complied with Section 218.415, Florida Statutes.

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address in the management letter any recommendations to improve financial management. In connection with our audit, we noted not findings.

Section 10.554(1)(i)4., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, pass-through entities, the City, members of the City Council, and applicable management, and is not intended to be, and should not be, used by anyone other than these specified parties.

We would like to thank the management and staff of the Agency for their assistance and courtesy during the engagement. Please feel free to contact us with any questions or comments, as we would be pleased to meet with you at your convenience.

HCT Certified Public Accountants & Consultants, LLC

Hollywood, Florida
March 24, 2016