

Acknowledgement of Addendum 1 Issued July 9, 2018, by email and posted to the website.

Addendum 1 – The written questions submitted before the July 2, 2018.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

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The COMET reserves the right to make modifications or amendments to this RFP, either at the request of an Offeror or upon The COMET's own initiative. If The COMET determines it is appropriate to revise any portion of this RFP, it will issue a written amendment to the RFP. Offerors are required to submit a signed copy of the "Receipt of Amendments" for each amendment issued with their proposals. This Amendment 1 is hereby issued to answer the following questions and makes amendments to the RFP as identified in the answers to questions as follows:

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**1) How many audit entries were made by the prior year auditor?**

*9*

**2) Who maintains the depreciation schedule for the entity?**

*Staff accountant*

**3) Part 2, number 4 indicates the audit report is due within 6 months of the year-end, but in part 6 it appears the audit report is really due by October 15<sup>th</sup>. Will you please clarify the due date? How flexible is the due date?**

*DATE was moved for the first year because of the RFP release date and the end date of the Fiscal year being June 30<sup>th</sup>. The COMET is flexible but the schedule needs to be clearly stated in your proposal.*

**4) Part 2, number 4 indicates you issue a CAFR. I pulled your audit report off of the Federal Data Clearinghouse and the 2017 report is not a CAFR. Is it your intent to begin issuing a CAFR?**

*Yes.*

**5) Part 2, number 1 indicated that "the COMET will be responsible for preparing financial statements". Does this mean you prepare the statements or you will accept responsibility for the financial statements as prepared by the auditor?**

*That The COMET will accept responsibility for providing the financial statements and prepare the financial statements.*

**6) Who will complete the Federal Audit Clearinghouse submission?**

*The COMET with assistance from our financial advisor/consultant.*

**7) Part 1, Section B, number 8b requires proof of insurance. Is this due as part of the proposal or upon award of the contract? Are there any expected limits on the public liability and property damage liability coverage?**

*The insurance certificate will need to be returned with the signed contract. The limits are at least \$ 250,000.00 each.*

**8) Part 1, Section C, number 8 indicates that Appendix A is only required if awarded the contract. Is this the correct interpretation or is this required with the proposal submission?**

*All appendices are due with the proposal submission.*

**9) What accounting software is used by the entity?**

*SAGE*

Please remember all questions need to be submitted in writing and addressed to Virginia Goodson at [Virginia.goodson@catchTheCOMET.org](mailto:Virginia.goodson@catchTheCOMET.org) or Virginia Goodson, 3613 Lucius Road, Columbia, SC 29201.