

## ADDENDUM NO. 2

**NAME: Annual Audit Services for the Town of North Hempstead and the Town of North Hempstead Solid Waste Management Authority - RFP No. TNH150-2016**

**DATE: October 20, 2016**

**TO: All Prospective Proposers**

This amendment is being issued to extend the due date for proposals to **October 28, 2016 at 3:00 P.M.** and to respond to questions asked of the Town in regard to the RFP:

- 1. Q. Would it be acceptable for a proposer to refer the Town to links where the financial statements and comments of the proposer's clients can be accessed and downloaded?**

A. Yes.
- 2. Q. As to Section III Fee Structure – can you please provide further explanation on what #4 and #6 relate to in relation to the Section II B Description of Services Required?**

A. #6 refers to the services described in Section II(B)(5)(ii). Please ignore # 4 in Section III.
- 3. Q. Can you please provide a short summary of the type of assistance that has been historically provided in preparing the Annual Update Document and the CAFR.**

A. Annual Update Document: the document is essentially a preliminary unaudited financial statement for the previous fiscal year, usually produced in April, for the purpose of reporting material changes to the State. The Town has historically required assistance in reporting the Town's debt as it related to the Town Operated Special Districts and the Commissioner Operated Special Districts.

CAFR: the Town requires a firm to compile all CAFR elements, including footnotes, tables, statistical pages, MD&A, supporting schedules and discretely presented component units and finalize the document for Town review.
- 4. Q. Are the annual audited financial statements of the Solid Waste Management Authority available either from you or on the website?**

A. The statements are available here:  
[http://www.northhempsteadny.gov/filestorage/16281/18674/18713/18715/22144/TONH\\_SWMA\\_Audited\\_Financials\\_12-31-15.pdf](http://www.northhempsteadny.gov/filestorage/16281/18674/18713/18715/22144/TONH_SWMA_Audited_Financials_12-31-15.pdf)

**The "ADDENDUM NO. 2 RECEIPT ACKNOWLEDGEMENT FORM" on the last page of this Addendum No. 2 must be signed and dated in the spaces provided and submitted with your Proposal. All Proposers must submit this form with its Proposal regardless of the content contained in each Addendum.**

## **ADDENDUM NO.2 RECEIPT ACKNOWLEDGEMENT FORM**

**REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES FOR THE  
TOWN OF NORTH HEMPSTEAD AND THE TOWN OF NORTH  
HEMPSTEAD SOLID WASTE MANAGEMENT AUTHORITY  
RFP No. TNH150-2016**

**By signing this Acknowledgement and submitting same with its Proposal submission, the undersigned Proposer acknowledges receipt of this Addendum No. 2. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 2 in preparing and providing its proposal price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.**

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

Company Name: \_\_\_\_\_

Proposer Acknowledgement Date: \_\_\_\_\_

Print & Sign Company Principal Name & Title: \_\_\_\_\_

\_\_\_\_\_