

**YWCA El Paso del Norte Region
Financial Audit Services
RFP #24-0401
Questions & Answers**

1. How many copies of the RFP response should we submit?

Each respondent is required to submit one (1) signed original, two (2) copies and one (1) reproducible master disk or flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete proposal response. The original must clearly be marked "ORIGINAL" on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together with a binder clip. Please do not submit proposals in three-ring binders, other multiple ring binders, or spiral binders. Font size must be no smaller than 12-point, single space.

2. Generally how many weeks and how many audit staff are in the field during final fieldwork?

YWCA expects that the selected bidder will meet the requirements described in the scope of work listed in the RFP.

3. What were the previous year's audit fees?

Due to the nature of the procurement process, this information cannot be disclosed.

4. Were there any significant changes in operations in the past fiscal year?

YWCA has not experienced any significant changes yet in operations in the year of audit.

5. Have there been any management letters issued in the last two years?

YWCA has not had any management letters in the last two years.

6. How many audit adjustments were there in the last audited fiscal year and what were the nature of these audit adjustments?

None

7. In what ways can your previous audit experience be improved?

YWCA expects that the selected bidder will meet the requirements described in the scope of work listed in the RFP.

8. Attachment C on Page 13 requests the following: "Please provide detail regarding your firm's most closely related audit experience in not-for-profit single audits for the past three (3) years." However, within the chart, there is a column titled, "Single Audit Applicable (Y/N)". If we are only supplying Single Audit clients for this list, then it follows that all of them would be "Single Audit Applicable". Is the purpose of the form to capture ALL not-for-profit clients in the past three years, with the ability to mark whether or not they received a Single Audit, or is this form ONLY for clients whom we have helped with the Single Audit?

The purpose is to capture the firm's experience in not-for-profit auditing services in the past 3 years which may or may not include performing single audit services.

9. Also related to Attachment C, the chart has a column for "Organization Budget" and "Total Grants". Weaver serves hundreds of not-for-profit entities annually and we want to be sure

you intend for respondents to record this information for every N-F-P client for the past three years.

The purpose is to capture the firm's experience in not-for-profit auditing services in the past 3 years which is comparable to YWCA's organization budget and grant volume.