

Question: What is the reason you are considering changing the auditor?

Answer: The Town is following industry best practices of competitively considering qualified firms for the professional audit service agreement every five years.

Question: Have there been any changes in your accounting system or software since last year?

Answer: No.

Question: Have there been any major changes in staff turnaround in the past year?

Answer: No.

Question: Do you expect to have any retirement or replacement of key employees?

Answer: Yes, Police Chief and HR Director.

Question: Please list the staff members in finance and their years of experience with the organization at that position.

Answer:

Position	Years of experience with the Town	Years of experience with at that position
Finance Director	20	20
Finance and Budget Manager	14	5
Accountant/Finance Analyst	6	6
Accountant/Finance Analyst	1.5	1.5
Finance Administrative Analyst - Payroll	4	1.5
Finance Administrative Analyst - AP	7	4
Administrative Technician	13	1.5

Question: How many audit adjusting entries did you have last year?

Answer: None.

Question: Is the Town planning to issue any new debt?

Answer: No.

Question: Were there any material weaknesses, significant deficiencies, or control deficiencies? If so, please provide relevant reports.

Answer: No.

Question: About how much time did the prior auditors spend onsite to conduct their audit (prior to covid)?

Answer: Auditors spent 1 week during interim and 1 week during final audit. Auditors also participated Town Council and Finance Commission meetings.

Question: Are the prior year auditors being invited to bid?

Answer: Yes.

Question: What are the things you liked and didn't like about your current auditors?

Answer: The current auditor is providing the required professional services to the satisfaction of the Town of Los Gatos.

Question: What were the prior year fees? Did these fees include travel?

Answer: Prior year fee is \$34,265 all inclusive.

Question: Are there any new services in this RFP that were not included in the prior year?

Answer: The Town requested additional services related auditing the newly established Measure G Sales Tax Fund proceeds.

Question: Could you please provide the AU-C 260 letter (a.k.a management letter) issued by the current auditor at the conclusion of their most recent audit?

Answer: Please see Attachment 2 to this document.

Question: Is the Town aware of alleged or actual fraud, waste, or abuse?

Answer: No.

Question: The RFP states "Include an executed copy of Appendix A to this RFP, Proposer Warranties." We may be missing something, but we do not see Appendix A to the RFP. Could you please provide it or clarify.

Answer: Proposal Warranties (Appendix A) was inadvertently omitted from the RFP. Please see Attachment 7 to this document.

Attachments:

6. Town of Los Gatos SAS 114 FY 2019-20
7. Proposal Warranties