



**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**

Addendum No. 1

Issued November 21, 2019

Solicitation No. 196 – Request for Proposal for Audit Services
which is scheduled to open at 11:00 A.M. CT, December 9, 2019

BREC – Recreation and Park Commission for the Parish of East Baton Rouge

The following are questions, answers as well as clarification to the inquiries received during the inquiry period for Solicitation No. 196 – Request for Proposal for Audit Services are as follows:

- Question 1: Clarification – Section 2.6.2(d) Technical – Cost of Services includes references to IRS Form 990 tax return review and preparation. The RFP does not include any information or guidance related to the scope of services requested by BREC related to IRS Form 990. Please provide information you feel is relevant to the preparation and review of IRS Form 990. At minimum:
1. Please provide the organization's name under which the form 990 is filed.
 2. Is the form 990 filed for BREC or a related organization
 3. If the scope of service includes review of a previously prepared form 990, who is responsible for the preparation of the form.

Answer 1: **BREC does not file form 990.**

- Question 2: Clarification – Section 1.30 Insurance Requirements includes a provision that requires proof of general liability, business auto, and workers compensation insurance, and that BREC be listed as additional insured and/or certificate holder for these policies. I would like verification that this information is in fact a required part of the RFP or assurance that it was inadvertently included in the RFP and may be omitted from the proposal. If it is required, please provide your purpose for requiring these policies from a Public Accounting Firm providing services related to a financial statement audit and how these policies would provide additional benefit to BREC during the performance of a financial statement audit.

Answer 2: The Insurance Requirement is a general statement and cannot be omitted. If a responding Proposer desires an exclusion to any of the required provisions under this requirement they may elect to provide details of the reason(s) for the coverage exclusion; including the type coverage(s) and/or insurance amounts. BREC will make every effort to consider the request for exclusion and provide a response of acceptance or denial, including the basis for the resulting decision.

Please note the following revisions to the RFP:

Any reference to form 990 is hereby removed from RFP No. 196 in its entirety throughout the document.

This addendum is hereby officially made part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

(Name and Signature)

Date

(Company Name)