

1. **What do you like about the service provided by your current auditing firm? What don't you like?**  
**How did you measure the quality of the audit performed?** A successful audit process includes audit staff that are engaged and involved in planning, issue resolution, and wrap up. Also important is a good relationship among Commission staff and the audit team that includes timely and proactive communication of all audit activities and new issues to avoid surprises.
2. **If I understood correctly the first fiscal year is 2023 (July 2022 to June 30,2023), correct?** The first fiscal year to be audited is the Fiscal Year 2021-2022 (July 1, 2021 – June 30, 2022)
3. **Are your prior year auditors included or excluded from the current RFP process?** Prior year auditors may submit for the current RFP process.
4. **Please provide a list of firms that have been sent an RFP.** The RFP was posted on the Commission website and the CSMFO current RFPs website.
5. **Were there any major changes in the engagement requested in the RFP compared to last year's engagement?** No
6. **What were your prior contract fees for each of the past three years?**  
**What were the prior year annual audit fee(s)? Please provide breakdown by report**  
**Could you please provide fees for the previous fiscal years for auditing services?**  
**What is the prior year audit fee for First 5 Orange County. Kindly provide the breakdown for all the services.**  
\$36,956 / \$38,065 / \$39,207 (no breakdown by report available)
7. **Does the Auditor prepare the ACFR?**  
**Do you prepare your own Annual Comprehensive Financial Report or do you look to the auditor to prepare?** The Commission prepares the draft of the ACFR
8. **Did the auditor propose any adjustments in the most recent audit? If so, what was the nature of the entries?** No
9. **Does the Commission expect a single audit in FY 2022 or near future?** No single audit is expected at this time.

- 10. Was last year's audit performed on site or remote? If remote, would the Commission expect the audit to continue remote or onsite?** Last audit was performed remotely. The Commission does expect an onsite audit once the Commission office is open to the public and circumstances allow.
- 11. Please provide a copy of the prior years audited financial statements.** <https://first5oc.org/wp-content/uploads/2022/01/6-30-21-Audited-Financial-Statements-year-ended.pdf>
- 12. How long has the current auditors been performing the audit for the Commission?** 10 years
- 13. How many auditors and how many weeks were the auditors on site for both interim and year end field work?** We were aware of 4 audit staff. 1 week for interim and 2 weeks for year-end field work with additional follow-up
- 14. What is the desired timeline for: Interim, Year-End, Draft Reports, Final Reports?** Mid-June to Mid-July, Mid to Late August, Early September, Late September
- 15. Are there any new services requested in this RFP that were not included in the prior year audit fee?** No
- 16. If required, who does the State Controller's Financial Transaction Report preparation and submission? If the auditors, how much was the last year's fees?** No Transaction Report required
- 17. How many journal entries were proposed by the auditors? Were there any findings?** No proposed entries and no findings
- 18. Were there any material adjustments made by the auditors in connection with the examination of the prior year Financial Statements?** No adjustments
- 19. Has the Commission entered into any major contracts, studies and/or started any projects in the current fiscal year that would not be reflected in the prior year financial statements?**  
Are there any significant changes in operations since your last audit (new programs, new debt, new accounting/attendance systems, etc.)?  
No new major projects or studies
- 20. Any new debt issuances in the current fiscal year?** No new debt issuance

21. Any other major changes in the current fiscal year that would affect the operations of the Commission? No
22. What audit areas, in your opinion, were cumbersome? What has typically been the most challenging aspect(s) of the audit process? None to note in the recent past
23. What efficiencies would you like to see in the audit of the Commission's financials? The continuation of a quality reporting process
24. What is the reason for the change in auditors? Commission policy to go out to bid every five years. No policy to change audit firms.
25. Have there been any disagreements with your prior auditor? If so, please explain. No
26. When do you anticipate the books and records being closed after year end? Early August
27. Is the scope of the services requested the same as last year? No
28. Have there been any changes in your accounting system or software since last year? No
29. Do you expect to have any retirement or replacement of key employees? No
30. Are the majority of supporting documentation maintained electronically (e.g. PDF), such as checks, vendor invoices, cash receipts, timecards, personnel files. Yes
31. Do you permit third parties to access the Commission financial software remotely? No
32. In addition to the evaluation criteria noted in the RFP, are there any other factors that are particularly important or of interest to the First 5? First 5 CA Children and Families Program Audit Guide  
[https://sco.ca.gov/Files-AUD/First5\\_Audit\\_Guide\\_210630.pdf](https://sco.ca.gov/Files-AUD/First5_Audit_Guide_210630.pdf)