



**Addendum 1: October 31, 2024**

**RFP: MH-FIN-24-01**

**Audit Service RFP**

This Addendum is issued to provide clarification to the documents and respond to questions during the RFP process. This Addendum shall form part of the Tender requirements and shall be read in conjunction therewith. This Addendum shall take precedence. Failure to acknowledge this Addendum within the Tender package to the Township of Minden Hills shall render the Bidder's Tender null and void.

The Bidder shall sign this Addendum in the space provided below and submit this Addendum to the Township of Minden Hills as part of their RFP submission.

**Vendor Questions**

**Question 1:** Reference on Pg 35, Stage 3 refers to Appendix J – Price, Delivery and Warranty Schedule. Should there be one?

**Answer 1:** The references to Appendix J should be disregarded and there is no schedule J to be included.

**Question 2:** Section 4.4 Scope of Work – refers to the preparation of consolidated and non-consolidated financial statements. What other statements are required? This section refers to Trust funds, and Cemetery Board and do they require separate financial statements?

**Answer 2:** The statements are consolidated and trusts, cemetery, reserves, etc, are all maintained within the operation GL for the organization. There is no cemetery board at present and we don't foresee that changing in the future.

**Question 3:** Section 3.4 (d) Insurance requirements - is the employee dishonesty insurance a requirement for a professional service or would coverage through professional liability insurance cover this?

**Answer 3:** The requirement for employee dishonesty, disappearance and destruction Bond is not a requirement. Professional Liability Insurance in the amount of \$2,000,000 is mandatory.

This addendum is issued as part of RFP MF-FIN 24-01

Name of Bidder: \_\_\_\_\_

Signature of Bidder : \_\_\_\_\_

Date: \_\_\_\_\_

End of Addendum No. 1