



**BID # CHA22-02**

**ADDENDUM NUMBER 01**  
**REQUEST FOR PROPOSALS FOR:**  
**Financial Audit Services**  
**1/19/2022**

**TO: ALL CONTRACT BIDDERS OF RECORD**

This Addendum forms a part of the Contract Documents and modifies the Request for Proposals dated January 10, 2022, with amendments and additions noted below. This Addendum consists of a total of Two (2) pages.

**BIDDER'S QUESTIONS**

**QUESTION #1:** How long have you been with your current CPA firm? Any specific reasons as to why the System is going out to bid for the engagement?

**ANSWER #1:** CCSNH has been with our current CPA firm for the past 10 years. The current contract has expired and in accordance with our financial policies we are required to go out to bid.

**QUESTION #2:** Could you please provide a typical timeline from prior years engagements from planning through the issuance of the financial statements?

**ANSWER #2:** Interim fieldwork and schedule requests generally begin in mid-April and year-end fieldwork generally starts first week of September with final issuance around mid-November.

**QUESTION #3:** Do you foresee any changes to the timeline indicated above?

**ANSWER #3:** No

**QUESTION #4:** When are the financial statements due to the State of New Hampshire?

**ANSWER #4:** The Financial Statements are due to the State of New Hampshire by November 30<sup>th</sup> of each year.

**QUESTION #5:** Who generally prepares the financial statements?

**ANSWER #5:** CCSNH prepares the adjusted trial balance, and our audit firm prepares the financial statements.

**QUESTION #6:** Was a management letter issued? If so, is it available?

**ANSWER #6:** A management letter was not issued.

**QUESTION #7:** What were the prior years' audit fees? Were there any billings for any additional services aside from the year end audit engagement?

**ANSWER #7:** The audit fees for the FY21 engagement were \$144,100 and did not include any additional services.

**QUESTION #8:** Was fieldwork performed on site or remote? If on site, was each campus visited, or was the fieldwork performed at the Concord location?

**ANSWER #8:** Last year's audit was remote for the system office and all campuses. Campus visits/interviews were done through zoom meetings. There was one process walkthrough that did occur during FY21 that required the auditor to come to the system office in Concord.

**QUESTION #9:** How often does the audit team meet with the board and/or the BOT Risk and Safety Committee? Is there generally a planning meeting in addition to the exit conference?

**ANSWER #9:** The auditors present their engagement letter to the audit committee usually at the Spring Audit Committee meeting and then presents the final Financial and Uniform Guidance audit reports for acceptance at the November Audit Committee meeting. The audit firm along with the Audit Committee Chair will present audit highlights to the Board of Trustees at the December meeting.

**QUESTION #10:** Do you have an estimate of the number of hours necessary to conduct and complete the audit? If not available, please provide an estimated number of weeks and staff assigned to the engagement.

**ANSWER #10:** Our current auditors are engaged in our audit for about 8-10 weeks.

**QUESTION #11:** Has there been any issue with receiving the Foundation's financials timely in the past? Any consideration in having the same firm perform the Foundation audit engagement as well?

**ANSWER #11:** There have not been any issues with the Foundation audit being delivered in a timely manner. There are separate Boards for CCSNH and the Foundation so at the current time there has been no discussion in using the same firm for both.

**QUESTION #12:** What has the System done regarding implementing GASB 87 for the current year?

**ANSWER #12:** CCSNH is currently interviewing vendors for selection who will assist us to implement GASB 87 and we anticipate being in compliance with the standard this fiscal year.

**QUESTION #13:** Has the System considered terminating its Federal Perkins Loan Program?

**ANSWER #13:** CCSNH is in the process of terminating the Federal Perkins Loan program at various levels depending on the campus.

**QUESTION #14:** In prior years, have there been any delays in the audit due to delays in receiving information from third parties or other reasons?

**ANSWER #14:** No

**QUESTION #15:** Any recent audits from any federal or state agencies noting compliance issues?

**ANSWER #15:** No

**QUESTION #16:** How many audit adjustments were made in prior year's audit?

**ANSWER #16:** Minimal 2 or 3

**QUESTION #17:** Who prepares the financial statements including the notes and management discussion and analysis?

**ANSWER #17:** CCSNH prepares the trial balance from which our current auditors prepare the Financial Statements and notes. CCSNH prepares the MD&A which includes our breakout of individual campus financial statements.

**QUESTION #18:** Are the accounting records at the System level for the financial statement and single audit or do the auditors need to go to the various schools?

**ANSWER #18:** Some records, for testing purposes may be at the schools but these have generally been delivered to our current auditors via their secure portal.



**QUESTION #19:** Is there internally prepared documentation of internal controls and processes for key financial reporting cycles?

**ANSWER #19:** Currently, our auditors provide IC questionnaires that an applicable member of management completes. The system has a comprehensive set of policies that govern internal controls

**QUESTION #20:** Have you experienced continuous turnover from your current external audit team?

**ANSWER #20:** No

**Acknowledge receipt of this Addendum with the Proposal Form.  
Failure to do so may disqualify the Bidder.**

NOTE: IN THE EVENT THAT YOUR BID HAS BEEN SENT TO THIS OFFICE PRIOR TO RECEIVING THIS ADDENDUM, RETURN THE ADDENDUM WITHIN THE SPECIFIED TIME WITH ANY CHANGES YOU MAY WISH TO MAKE AND MARK ON THE REMITTANCE ENVELOPE BID INVITATION NUMBER AND OPENING DATE. RETURNED ADDENDA WILL SUPERSEDE PREVIOUSLY SUBMITTED BID.

Bidder \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

(This Document Must Be Signed)

Name \_\_\_\_\_

(Please Print or Type Name)