



RFP FY25-04

The Palm Beach MPO
d/b/a
The Palm Beach Transportation Planning Agency (TPA)

is providing responses to questions received regarding
Request for Proposals (RFP) FY25-04 for:

Annual Financial Statement Preparation and Auditing Services

May 2, 2025

The following questions were submitted regarding RFP FY25-04 Annual Financial Statement Preparation and Auditing Services between 4/22/2025 and 5/1/2025.

Question 1:

Can you provide a copy of the prior year financial statements?

Response:

The prior year financial statements have been uploaded to the TPA Website and DemandStar for your convenience.

Question 2:

What were the audit fees for fiscal years 2024 and 2023?

Response:

The audit fees for 2023 were \$31,500.
The audit fees for 2024 were \$32,625.

Question 3:

Page 12, Section 2.14 Responsive Proposals, has a bulleted list of requirements for responsive, including, "Has completed mandatory DBE Reporting as outlined in Section 2.11.C." Section 2.11.C. states, "The DBE Bidder Opportunity List form is included as Attachment F of this RFP package." There is no Attachment F included with this solicitation. Please provide.

Response:

The DBE Bidder Opportunity List form is listed as Attachment 5. The RFP Section 2.11 has been amended to reflect the correct attachment reference and can be viewed via the TPA webpage or DemandStar.

Question 4:

When would the final trial balance be available for us to begin year-end fieldwork?

Response:

The final trial balance should be available as of 8/31/2025.

Question 5:

Does TPA or the auditor prepare the draft of the financial statements, related note disclosures, required and other supplementary information?

Response:

The auditor prepares the draft of the financial statements, related note disclosures, required and other supplementary information.

Question 6: Do you prefer in-person or remote fieldwork?

Response:

Remote fieldwork is preferred. However, space on site can be made available if the auditor prefers in-person staffing.

Question 7: What were the fees for the FY24 audit? FY23 audit?

Response:

The audit fees for 2023 were \$31,500.

The audit fees for 2024 were \$32,625.