



Kulehon Kumuntadát Guáhan

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July 22, 2015

To: All Prospective Bidders

From: Joleen Evangelista- <sup>JWE</sup>Guam Community College  
Procurement & Inventory Administrator

Subject: **Amendment #1**

RFP No: **GCC-RFP-15-001**  
**Independent Financial Audit Services**

The following questions were received from Lealan Miller from EideBailly via email on Wednesday, July 15, 2015:

**EB Question 1:** Why is the GCC going out for proposal?

**GCC Response 1:** The audit contract ended and it is time to issue the Request for Proposal for the services.

**EB Question 2:** What are the anticipated timelines to perform interim audit work and final fieldwork?

**GCC Response 2:** In the past, audit work starts from beginning of December and ends on first week of February.

**EB Question 3:** How soon after September 30, 2015 will GCC have its books closed and ready for the auditors to begin final fieldwork?

**GCC Response 3:** Auditor should at least have the unaudited Financial Statements by 1<sup>st</sup> week of December or sooner

**EB Question 4:** Were there any journal entries discovered by the auditors during their audit process for 2014?

**GCC Response 4:** 1 Adjusting Journal Entry (AJE), 5 Reclassifying Journal Entries (RJE), and 2 Pass Adjusting Journal Entries (PAJEs)

**EB Question 5:** How many auditors and how many days were the auditors in the field for interim and final fieldwork?

**GCC Response 5:** 2 auditors in charge and 2 assistants, about 3 – 4 weeks of field work.

**EB Question 6:** What audit schedule works the best for GCC and for how long? Interim fieldwork? Final fieldwork?

**GCC Response 6:** See GCC Response #5 above

**EB Question 7:** What were the audit fees for the 2013 and 2014 audits

**GCC Response 7:** \$28,500.00 each year

**EB Question 8:** Who prepares the financial statements? If GCC prepares the financial statements when will the financial statements be ready to be reviewed by the auditor?

**GCC Response 8:** GCC prepares the unaudited. Auditor prepares the final audit report. See GCC Response #3 above.

**EB Question 9:** Does GCC expect entrance and exit conferences? If necessary can these be done either via phone conference or video conference calls?

**GCC Response 9:** The Office of Public Accountability – Guam requires entrance and exit conferences. Phone conference or Video conference is allowed however, GCC prefers an on-site meeting.

**EB Question 10:** Were there any major audit issues identified for 2014? Any anticipated ones for 2015?

**GCC Response 10:** None for both 2014 and 2015

**EB Question 11:** Does the GCC allow for change orders for additional work performed that is outside of the scope of the audit but is necessary for issuance of the report?

**GCC Response 11:** No change orders for the past years.

**EB Question 12:** What part of the audit process would GCC like to improve over the past audits?

**GCC Response 12:** Need to improve on early audit completion

**EB Question 13:** Our audits are paperless. Will the schedules and other work papers prepared by GCC be in electronic form?

**GCC Response 13:** Most schedules and other documents are electronic.

**EB Question 14:** What transition issues would GCC be concerned about if the audit is awarded to new auditors?

**GCC Response 14:** Familiarization of GCC accounting process and staff. Knowledge of higher education requirements and issues.

**EB Question 15:** Have there been any significant changes in key staff in the past year that would affect the 2015 audit?

**GCC Response 15:** None

**EB Question 16:** The RFP states the Foundation is not consolidated but the financial statements include the Foundation as a component unit. How soon is the Foundation's financial statement completed after September 30<sup>th</sup>?

**GCC Response 16:** The audit of Foundation is done simultaneously with GCC audit

**EB Question 17:** Are the student financial records stored electronically? If so, can they be accessed remotely offsite from GCC?

**GCC Response 17:** Student financial records are stored electronically; No.

**EB Question 18:** Were there any single audit findings relating to student financial aid in the past three years?

**GCC Response 18:** None

**EB Question 19:** When was the last Department of Education onsite audit? Were there any findings related to the audit? If so, what were they?

**GCC Response 19:** None in the past 5 years.

Please acknowledge receipt of this amendment by fax to 734-5238 or email: [materialsmanagement@guamcc.edu](mailto:materialsmanagement@guamcc.edu). Please include company name, address, your name and date acknowledged. Please acknowledge no later than 5:00 p.m., Thursday, July 23, 2015.