

CLAY MADDEN
MAYOR

City of Mandeville
"THE HEART OF THE OZONE BELT"



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ADDENDUM NO. 1

TO: All Prospective Proposers

FROM: City of Mandeville, Finance Department

DATE: August 26, 2025

SUBJECT: Addendum No. 1 to Request for Proposals (RFP) for Independent Auditing Services

This Addendum is issued to provide clarifications and answer questions submitted in reference to the City of Mandeville's RFP for Independent Auditing Services, issued on August 20, 2025. This Addendum is hereby made a part of the RFP documents.

ALL PROPOSERS ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING THE ACKNOWLEDGMENT OF ADDENDA SECTION OF ATTACHMENT A: PROPOSAL CERTIFICATION FORM. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DEEMED NON-RESPONSIVE.

All other terms, conditions, and specifications of the original RFP document shall remain in full force and effect. The Proposal Submission Deadline remains **September 10, 2025**.

Pre-Proposal Conference

As a reminder to all prospective proposers, the City of Mandeville will hold an optional pre-proposal conference on:

- **Date:** August 27, 2025
- **Time:** 11:00 AM Central Standard Time (CST)
- **Location:** Mandeville City Council Chambers

Please be advised that any questions received during this meeting will be formally answered in a subsequent written addendum. In accordance with the RFP, any oral explanations, interpretations, or instructions given during the conference will not be considered binding. Only written responses provided via a formal Addendum shall be considered binding.

Questions and Answers

Question 1: Could you please confirm the budgeted amount for these audit services and the audit fees paid to the City's prior auditor for the most recent engagement?

Answer: The City's most recent audit for the fiscal year that ended on August 31, 2024, was performed by EisnerAmper LLP. The estimated fee under their engagement letter was \$60,500, which consisted of \$55,000 for the financial statement audit and \$5,500 for a Single Audit, if applicable. For the current solicitation, no specific budgeted amount has been established. Proposals will be evaluated based on qualifications, scope of services, and cost reasonableness.

Question 2: Will equal consideration be given to qualified out-of-state firms approved by the Louisiana Legislative Auditor (LLA), or is there a preference for Louisiana-based/local firms?

Answer: Equal consideration will be given to any firm that meets the RFP's minimum qualifications. This includes being licensed as a Certified Public Accounting (CPA) firm in the State of Louisiana and being approved by the Louisiana Legislative Auditor (LLA) to conduct such audits. Out-of-state firms that meet these mandatory requirements are fully eligible to submit a proposal. However, proposers should note that the evaluation criteria

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include points for "Relevant Municipal Experience," which is defined as a "proven history conducting audit services for similarly sized Louisiana municipalities, including completion of SAUP testing".

Question 3: Is the City's current auditor eligible to submit a proposal under this solicitation?

Answer: Yes, the City’s current auditor, EisnerAmper LLP, is eligible to submit a proposal in response to this solicitation.

Question 4: Does the City have a stated preference regarding the working approach (e.g., onsite fieldwork, hybrid, or remote audit procedures)?

Answer: The City expects the engagement to be conducted on, at minimum, a hybrid basis. While some audit procedures may be performed remotely, significant portions of the audit will require onsite fieldwork at City Hall. This requirement is due to two primary factors: 1) many of the City’s supporting documents remain in paper format and are not available electronically, and 2) secure access to the City’s accounting system servers is only available onsite.

END OF ADDENDUM 1