1. Per section V of the RFP the proposal is limited to 30 pages. Can you clarify what those 30 pages include? For example, is a cover letter and table of contents included in the page limit or does the 30 pages only cover the tab/heading section? Also is the management letter in Tab/Heading #1 synonymous to a cover letter? The 30 page limitation includes everything that each firm is submitting. The management letter is the same the cover letter.

2. How many auditors were onsite for both interim and final fieldwork and for how long? 1 week for the Single audit 2 weeks for financial audit. The Building Authority audit is performed with the financial audit.

3. The timing of when single audit work is performed was not included in the RFP. Do you have a preference of when that work is performed and/or if it is performed in an interim period? Also, what was the time spent by the auditor performing this work (i.e. when and how long)? The single audit takes place in early June/Late May

4. The proposal indicates that fieldwork can begin as early as the second week of August. Is that the preferred timing of year-end fieldwork? What is the preferred timing of interim fieldwork? How long did fieldwork take place on site at the College in the prior year? Is the Single Audit conducted simultaneously with the financial statement audit? Second week in August is preferred see comments above to other questions.

5. What have you liked most and least about the services currently being provided by your external auditors? Decline to answer as Opinion.

6. Has there been any personnel turnover at the College in any key accounting positions during the last twelve months? No

7. Are you currently aware of any areas for which the board would like additional procedures performed beyond the standard audit plan or mentioned in the RFP? None at this time

8. What types of problems, if any, have been encountered during recent audits that caused delays in meeting deadlines? Actuarial report from the State EGI office for OPEB can be delayed.

9. Were there any known instances of fraud or illegal acts during the fiscal year? None known at this point in the fiscal year

10. How many adjustments were proposed during the most recent audit? How many were recorded and how many were waived? Were any of the adjustments repeats from prior year audits? 3 AJE’s provided by LCCC to the auditor after the final
trial balance and one posted by the auditors to roll forward equity. One continuing
passed AJE for an allowance to receivables.

11. Were there any passed audit adjustments identified during the prior year audit?
   See above

12. Do you have any other specific accounting or auditing concerns? What, if any,
new regulations, standards, or issues may cause you concern for the upcoming
year and beyond? Currently working on the lease standard

13. Were there any verbal comments or control deficiencies and if so, was a
   management letter issued? One verbal comment on review of AJE’s and no letter
   issued

14. Looking forward what do you foresee your biggest challenge being? Decline to
   answer as Opinion.

15. Why is the College going out to bid and how often does the College go out to bid?
   Does the College require firm rotation, or will the current auditors be invited to
   propose? LCCC internal Procurement Guidelines are to perform a public RFP
   process every 5 years, with the ability to award a contract for 3 years, with the
   option to renew for 2 additional years.

16. Have the Fiscal Year 2019 financial statements been issued? If so, are they
   available on the College’s website? Yes- please see attached.

17. When are the College financial statements typically made available to the external
   auditor? The Financials can be prepared upon receipt of the Trial balance report
   from the auditors per the RFP depending on timing usually after fieldwork is
   done. In the past the auditors have provided assistance with preparation of the
   report.

18. The RFP does not include the Laramie County Community College Foundation.
   Are the financial statements for the Foundation audited by other auditors? The
   LCCC Foundation is an entirely separate entity and is audited by their own firm.

19. Does the College expect significant differences in the federal programs or the
   amounts that are reported in the Schedule of Expenditures of Federal Awards?
   Not at this time

20. Have there been any major events/transactions that have occurred during fiscal
year 2019 that would impact the financial statement or compliance audit? Other
   than subsequent events disclosed in note 13 and draws on the line of credit in
   Note 4 we don’t anticipate and new major events for 2020.
21. Does the College have an internal audit function? If so, is the assistance of the College’s internal auditor(s) made available to the external auditor during the audit process? No official internal audit function

22. Are there any automated controls within the Ellucian’s Colleague system that would impact the audit? IT control review is done by the auditors but there are no expected unusual impacts to the audit.

23. Does the College utilize outside service providers? LCCC uses providers for food service and bookstore either raise to GASB 60 consideration.

24. Is the College willing to share historic audit hours and fees? Audit hours are not known. Audit fees would need an official public records request.

25. Is the College willing to share historic audit hours, or if not known, how many auditors were generally at the District during interim and final fieldwork and how long was fieldwork generally scheduled? See responses above.

26. Please provide the following, if applicable, relating to the fiscal year 2019 and 2018 audit for the District:
   a. Audit Adjusting Journal Entries; See attached
   b. Passed Adjusting Journal Entries (not posted);
   c. Management Letter (internal control deficiency communication, or SAS 115); None for either year.
   d. Final letter to the Board of Trustees (SAS 114).

27. How will responses to inquiries regarding RFP-20089 be posted for proposing firms? Responses will be posted on www.publicpurchase.com

   Bid Id: 123555 and Firms that sent questions directly to Jamie Spezzano, will receive responses via email.

28. Is there a process for posting follow-up questions after receipt and review of LCCC’s inquiry response? See above. LCCC will allow for additional questions through February 10, 2020 at 3:00 p.m.

29. What challenges and/or significant changes does LCCC expect to face over the next five years? Decline to answer as Opinion.

30. In addition to completion of the auditor sections of the Data Collection Form (“DCF”), will the selected auditor be responsible for compilation of the DCF from initial set up to final submission, with the exception of the auditee certification? If so, is this included in the base fee for the audit? The external auditors prepare the Data collection form and it is included in the audit fee.
31. Will the current auditor be considered for this contract? Yes

32. Has the current auditor charged fees in excess of those agreed upon in previous proposals or engagement letters? Yes, see below.
   a. What is the policy of LCCC to consider additional audit fees if the auditor finds that the audit process exceeded its estimates of the time needed to complete the audit? When there was an extra high risk program due to new Federal Funding. Currently there are no new programs expected.

33. Will preference be given to auditors with an office located in Wyoming? Per the RFP the office location is not a preference- but experience with Wyoming governmental entities and Wyoming Community College’s, and for the firm to be licensed in Wyoming are the only State preferences.