

CITY OF WEST PARK

ADDENDUM NO.: 1

**Professional Auditing Services
Request for Proposal No.: 15-0727
July 20, 2015**

TO ALL PROPOSERS: The following changes are issued to add to, modify and or clarify the Request for Proposal for the referenced document. These changes shall have the full force and effect as the Notice of Request for Proposal. Costs involved, if applicable, shall be included in the proposal. All Proposers shall incorporate this addendum into the Proposal Documents and shall acknowledge receipt of this addendum on the applicable form. Failure to do so may result in disqualification of the Proposal.

1. Section 14.0 A. PROPOSAL FORMAT: The proposal format shall be as amended as below:

A. Proposal Format – Proposal shall be in the following order:

- *Title Page*
- *Table of Contents*
- *Letter of Transmittal*
- *Proposal Certificate*
- *General Information*
- *Specific Information*
- *Technical Information*
- **Forms:**
 - *Form 1 - Auditors Statement of Organization*
 - *Form 2 - Personnel Resume Detail*
 - *Form 3 - References*
 - *Form 4 - Non-Collusion Affidavit*
 - *Form 5 - Drug-Free Workplace*
 - *Form 6 – Independence Affidavit*
 - *Form 7 – Acknowledgement of Addenda*
 - *Form 8 - Certificate of Accuracy of Proposal*
 - *Form 9 – Certificate of Insurance (shall be submitted by the successful Proposer after the award)*
 - *Form 10 – Proposer’s Certification*
 - *Form 11 – Affidavit for Corporation*
 - *Form 12 – Affidavit for Individual*
 - *Form 13 – Affidavit for Partnership*
 - *Other Forms – See Appendices*

2. Section 14.0 **Specific Information:** Sub-section (E) The section shall read “...continuing professional education for the past *two (2)* years.” in lieu of “...continuing professional education for the past three (3) years.”

END OF ADDENDUM