



Public Schools of the Tarrytowns

200 N Broadway, Sleepy Hollow, NY 10591 Ph: 914-332-4262

TO: All Proposers

FROM: Board of Education, Public Schools of the Tarrytowns

DATE: April 11, 2025

RE: Public Schools of the Tarrytowns RFP 2025-03 for External Audit Services
Proposals must be submitted by: Wednesday, April 23, 2025 by 2:00 PM

ADDENDUM # 1

Attached please find Addendum No. 1 for your review and use.

PLEASE REPLY TO THIS EMAIL AS CONFIRMATION OF RECEIPT.



Public Schools of the Tarrytowns

200 N Broadway, Sleepy Hollow, NY 10591 Ph: 914-332-4262

BOARD OF EDUCATION

PUBLIC SCHOOLS OF THE TARRYTOWNS

200 N Broadway, Sleepy Hollow, NY 10591

Public Schools of the Tarrytowns RFP 2025-03 for External Audit Services ADDENDUM NO. 1

This Addendum contains clarifications and/or changes to the requirements of the contract and/or proposal specifications. Such clarifications/changes shall be incorporated into the contract/proposal documents and shall apply with the same meaning and force as if they had been included in the original documents. Wherever this Addendum modifies a portion of a paragraph of the contract or any portion of the proposal documents, the remainder of the paragraph affected shall remain in force.

The Public Schools of the Tarrytowns received the following inquiries from a prospective proposer for additional information. The information requested is as follows.

Q1. Has fieldwork for the external audit typically been onsite, remote, or hybrid?

A1. Onsite

Q2. How many onsite days have the external auditors historically had at interim and for year end (the RFP mentions approximately five onsite days for interim)?

A2. 2-3 for prelim and 4 for concluding, plus substantial interaction with the Portal.

Q3. What has been the make up of the teams who have served you (number of team members, composition of team by level, etc)?

A3. Has varied.

Q4. How many meetings do you anticipate that we'd need to attend (the RFP mentions two audit committee meetings per year)?

A4. That is correct.

Q5. Does the external auditor attend board of education meeting(s)?

A5. Yes, on the same night as the audit committee meeting.

Q6. Does the external auditor attend these meetings in person or remotely?

A6. Generally, in-person.



Public Schools of the Tarrytowns

200 N Broadway, Sleepy Hollow, NY 10591 Ph: 914-332-4262

Q7. What is the preferred timing for the issuance of the report(s)? The RFP mentions a 10/1 deadline, but we see that the FY24 AFS was dated 10/4/24.

A7. As soon as possible from 9/15-10/1.

Q8. What is the reason for the request for proposal for fiscal year 2025?

A8. It is time

Q9. What is the reason for the timing of the request for proposal in April 2025 for a June 2025 year end?

A9. There was a misunderstanding and we thought we had one more year of a possible extension.

Q10. . Are you satisfied with the work being performed by your current external auditor?

A10. Yes

Q11. Is there anything you would like done differently as compared to the services you've received from your current external auditor?

A11. Not particularly

Q12. Any improvements you'd like to see as it relates to communications between auditor and client, request lists, focus areas of testing for the audits, timeliness of financial statement preparation, etc?

A12. N/A

Q13. How long has PKF served as your external auditor for?

A13. 5 total contract years

Please sign below to confirm receipt and include a copy of this in your bid proposal:

Signature

Print Name