EARLY LEARNING
COALITION OF HILLSBOROUGH COUNTY

6302 E. MARTIN LUTHER KING, JR. BLVD.
SUITE 100, TAMPA, FL 33619
PHONE: 813-515-2340
WEB: www.elchc.org

RFP # 202627-02

Respondent Questions and Coalition Responses

1. Is the prior auditor being considered for re-appointment and how long were they your auditor?

Coalition Response:

The RFP is a publicly available document and posted on our website. All eligible entities may respond

2. Could you please provide a copy of the June 30, 2025 Form 990.

Coalition Response:

From 990 is posted on our website

3. Please provide summary of the accounting department personnel and their relevant experience.

Coalition Response:

The Finance Department is led by the Chief Financial Officer with over 13 years of experience in the Early Learning Coalition finance environment. Additional members of the Finance Department include:

- Controller – more than 11 years of experience in Coalition finance operations
- 2 Senior Accountants - more than 11 years of experience in Coalition finance operations
- Senior Finance Specialist - more than 20 years of experience in Coalition finance operations

4. Are there any auditing problems / difficulties we need to be made aware of?

Coalition Response:

None

5. Do you have an audit committee or equivalent oversight by the Board?

Coalition Response:

The Finance Committee of the Board of Directors oversees the Audit and Tax Services

6. Is all of the accounting performed in one office, on one system? If not, how many accounting systems and locations are involved?

Coalition Response:

Please refer to Page 5 of the RFP

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7. Is the fixed asset detail maintained in a fixed asset software system or on excel spreadsheets?

Coalition Response:

Fixed Asset records are maintained in excel spreadsheets

8. Will you calculate and record the lease liabilities and right to use asset and related amortization?

Coalition Response:

The selected Audit firm is expected to prepare the calculations for the lease liabilities, including the related journal entries. Proposal pricing must be inclusive of this

9. We see that the FY25 audit was submitted late to the Federal Audit Clearinghouse. Can you provide additional information on the late submission.

Coalition Response:

The late submission resulted due to procedural delays

10. Do you typically prepare the financial statements and footnotes or does the audit firm prepare them?

Coalition Response:

Please refer to Page 6 of the RFP

11. Can you provide the prior year trial balance and audit adjustments, or give an indication of the number of adjustments and a description of the entries, if any?

Coalition Response:

These records will be provided to the Audit firm selected via the RFP process

12. Can we please get a copy of the budget or any interim financial statements for the current fiscal year.

Coalition Response:

This record will be provided to the Audit firm selected via the RFP process

13. What is your preference of how field work is performed (remote, in person, hybrid, etc.)?

Coalition Response:

We prefer a remote arrangement but not opposed to in-person or hybrid. In-person attendance is required for presentation of the Final Audit Report to the Finance Committee and/or Board of Directors

14. For the 401k plan, who is the third-party administrator (TPA) and has there been any service provider changes during the plan year such as payroll service, TPA, custodian, trustee, etc.

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Coalition Response:

The 401K Plan is administered by Voya. There have been no changes during FY 2025-26

15. Are you able to provide the 2025 audited financial statements?

Coalition Response:

This record will be provided to the Audit firm selected via the RFP process

16. Page 2 states a 5 year contract, while page 15 asks for fees for first 3 years. Can you please clarify how many years should be included in the proposal?

Coalition Response:

Please disregard the period stated on Page 15, under Section 2.d. We are indeed seeking proposals for services for a five-year period as stated on Page 2 of the RFP

17. Does the organization complete their own lease accounting, or is a non-attest service needed?

Coalition Response:

No, the selected Audit firm is expected to prepare the calculations for the lease liabilities, including the related journal entries. Proposal pricing must be inclusive of this

18. Is the organization planning to complete their own financial statements, or will financial statement preparation be request as a non-attest service?

Coalition Response:

Please refer to Page 6 of the RFP

19. During the fiscal year were there any changes in key personnel in the Finance department?

Coalition Response:

The then Chief Financial Officer resigned in the month of February 2026

20. Would management prefer the audit to be performed on-site or remote or a combination of both?

Coalition Response:

We prefer a remote arrangement but not opposed to in-person or hybrid. In-person attendance is required for presentation of the Final Audit Report to the Finance Committee and/or Board of Directors

21. Section VI.2.d asks Respondents to price services "for each of the three years ended June 30, 2025, 2026, and 2027 using the template included above, "but the Purpose and Proposed Fees sections (pp. 2, 13–14) describe a five-year term (with Year 1 auditing the fiscal year ended June 30, 2026) with fixed fees for "five (5) possible years", and no fee template appears

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in the RFP. Please clarify the correct number of years/fiscal year-ends for the fee proposal and provide the referenced template if one is required.

Coalition Response:

Please disregard the period stated on Page 15, under Section 2.d. We are indeed seeking proposals for services for a five-year period as stated on Page 2 of the RFP.

22. If possible, can you indicate the professional fees (broken down by service) for 2025, or the number of hours incurred on the engagement.

Coalition Response:

These types of records are made available via Florida Public Records Request.

23. Can you confirm that you are looking for these services for June 30, 2025? If so, what is the cause of the delay in completing the audit timely?

Coalition Response:

We are seeking services for five-year period to cover transactions each fiscal year beginning July 1, 2025, to June 30, 2030, with an option to renew for an additional three-year period. (Year one would audit financial statements for the fiscal year ended June 30, 2026). Form 990 is posted on our website

24. Does the budget of $32,000 include all services requested including the retirement plan audit?

Coalition Response:

Please disregard any budget figure of $32,000

25. What is the preferred timeline for the audit? (preliminary/interim, fieldwork, final report to the Board)

Coalition Response:

Please refer to Page 8 of the RFP.