



ADDENDUM

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

ADDENDUM NO.: 01

PROJECT NAME: Audit Services

PROJECT NO.: Program-Wide

CONTRACT NO.: PS3101

DATE OF ISSUE: August 8, 2025

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Request for Proposals (RFP) Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original RFP Documents shall continue in full force and effect and shall have the same meaning in this Addendum.

ITEM NO. 1: CHANGE TO KEY DATES

None.

ITEM NO. 2: REVISIONS TO RFP

None.

ITEM NO. 3: REQUESTS FOR INFORMATION

RFI-1.

Question: For the MBE and WBE goals, is it supposed to be met using both an MBE and a WBE?

Response: You can meet the aggregate goal through MBE participation, WBE participation, or a combination of MBE(s) and WBE(s) participation.

RFI-2.

Question: Is the current auditor eligible to respond to the RFP and be selected?

Response: Yes.

RFI-3.

Question: Are there any known or anticipated changes in the Commission or its operations / level of activity for the years covered by the RFP?

Response: Not at this time.

RFI-4.

Question: Can you please confirm who is responsible for preparing the financial statements?

Response: As indicated in the RFP, the PBC's Finance Team is responsible for Audit-related activities.

RFI-5.

Question: Can you please clarify the phrase "performed locally" in regard to the past performance section where respondents shall identify "audit projects must be those performed within your licensing capacity and performed locally"?

Response: For the purposes of this RFP, locally shall mean within the Chicagoland Metropolitan Region.

RFI-6.

Question: I would like to know whether any of the requirements of the Prime may be applicable to the sub? I am talking about the scope of services and the qualifications so for example the references or any of the specific information that is required of the Prime?

Response: If you are submitting as a "Prime", include all required info. If you're a subconsultant, provide enough detail to your "Prime" partner to clearly show your value and role. Highlight what sets you apart. Ensure the "Prime" includes your participation in their required letter.

RFI-7.

Question: Please indicate any non-attest services that were provided by the independent auditor for the year ended December 31, 2024, or that would be anticipated going forward.

Response: None.

RFI-8.

Question: Please provide a copy of all proposed and passed audit adjustments for the year ended December 31, 2024.

Response: None.

RFI-9.

Question: The RFP mentions a requirement for performing the audit in accordance with Government Auditing Standards and preparing the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters in Accordance with Government Auditing Standards. This was not noted in a review of the prior year report. Is this a new requirement for fiscal year 2025? If so, was there a change during the current year that would necessitate this additional reporting?

Response: The PBC's audit fully complies with all relevant GASB standards.

RFI-10.

Question: How many auditors are typically onsite during preliminary work and during audit fieldwork?

Response: The PBC's most recent Audit was completed using a hybrid model. A typical audit team is commensurate with the audit engagement - this has traditionally consisted of three (3) or four (4) auditors.

RFI-11.

Question: How long are the auditors typically onsite during preliminary work and audit fieldwork?

Response: The PBC audit is typically virtual with weekly meetings. Our audit timeline generally runs from the first week of May through June 30. This timeline includes a preliminary audit work and report issuance.

RFI-12.

Question: Consistent with the practice of large accounting firm LLPs, we do not produce audited financial statements. In cases such as this, we include a financial stability statement from our CFO. Will this suffice for this requirement?

Response: No. Respondents must provide some form of financial statements or tax returns (audited or unaudited). A letter from the CFO, or similar, is inadequate.

RFI-13.

Question: Is the majority of supporting documentation maintained electronically (e.g. PDF), such as checks, vendor invoices, cash receipts, timecards, personnel files?

Response: Yes. Supporting documentation is maintained electronically.

RFI-14.

Question: Does PBC use service organizations? Examples include payroll processors, custody banks, hosted data centers, cloud service providers, and managed security providers. If so, approximately how many and for which transaction cycles?

Response: Yes. Among others, the PBC uses: Paylocity, Trimble, MIP, B2GNow, LCP Tracker.

RFI-15.

Question: What system is used for accounting and reporting (i.e. general ledger etc.)?

Response: Abila MIP Cloud is used for PBC's general ledger.

RFI-16.

Question: What firm(s) performed the subcontractor's work for the most recent audit?

Response: Velma Butler, as well as, Washington, Pittman & McKeever.

This Addendum includes the following attachments:

1. None.

END OF ADDENDUM NO. 01