



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

1149 Pearl Street  
1<sup>st</sup> Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593  
FAX: (409) 835-8456

**Addendum to RFP**

**RFP NUMBER:** RFP 26-014/CG  
**RFP TITLE:** Auditing Services for Jefferson County  
**RFP DUE BY:** 11:00 am, CST, Wednesday, May 27, 2026  
**ADDENDUM NO.:** 1  
**ISSUED (DATE):** May 11, 2026

**To RFP Respondent:** This Addendum is an integral part of the RFP package under consideration by you as a Respondent in connection with the subject matter herein identified. Jefferson County deems all sealed qualifications to have been proffered in recognition and consideration of the entire RFP Specifications Package – *including all addenda*. For purposes of clarification, **receipt of this present Addendum by a Respondent should be evidenced by returning it (signed) as part of the Respondent’s sealed RFP response submission.** If the RFP response submission has already been received by the Jefferson County Purchasing Department, Respondent should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and RFP Opening Date and Time, as stated above.

---

**Reason for Issuance of this Addendum: Vendor Questions**

---

**The information included herein is hereby incorporated into the documents of this present RFP matter and supersedes any conflicting documents or portion thereof previously issued.**

---

**Receipt of this Addendum is hereby acknowledged by the undersigned Respondent:**

**ATTEST:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Respondent)

\_\_\_\_\_  
Title of Person Signing Above

\_\_\_\_\_  
Typed Name of Business or Individual

\_\_\_\_\_  
Address



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

1149 Pearl Street  
1<sup>st</sup> Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593  
FAX: (409) 835-8456

1. **Question:** What prompted Jefferson County to issue this RFP at this time?  
**Answer: The current contract is expiring.**
2. **Question:** Is there a mandatory audit firm rotation requirement?  
**Answer: No**
3. **Question:** Is the incumbent auditor eligible to submit a proposal for this engagement?  
**Answer: Yes**
4. **Question:** How long has the incumbent auditor served the County?  
**Answer: Six years**
5. **Question:** Did the prior auditor's subcontract portions of the engagement?  
**Answer: No**
6. **Question:** In which areas would the County most value additional insight or value-added recommendations from its external auditor?  
**Answer: Assist with implementation of any new GASB pronouncements.**
7. **Question:** Are there any areas within the audit or within County operations that management considers to be of particular concern or complexity?  
**Answer: No concern. As to complexity, Doggett Ford Park has a separate accounting system and requires consolidated financials.**
8. **Question:** Does the County have any concerns about transitioning to a new external auditor? If so, what steps would help facilitate a smooth transition?  
**Answer: No**
9. **Question:** How would you characterize the County's overall internal control environment?  
**Answer: The County Auditor's office has good working relationship with all departments. We have a pretty good internal control environment but it can always be improved.**
10. **Question:** Does the County anticipate any significant change in federal or state funding in FY 2026 that could affect the scope of single audit procedures?  
**Answer: Not at this time. We are in the process of finishing up ARPA projects which are required to be complete 12/31/2026.**
11. **Question:** What was the nature and approximate magnitude of any audit adjustments recorded in connection with the FY 2025 audit?  
**Answer: We did not have any audit adjustments in connection with the FY 2025 audit.**



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

1149 Pearl Street  
1<sup>st</sup> Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593  
FAX: (409) 835-8456

12. **Question:** Were there any significant challenges encountered during the FY 2025 audit? If so, please describe them.

**Answer: No significant challenges.**

13. **Question:** Please describe the County's key financial systems. Are those systems integrated, and if so, is the integration primarily automated or manual? (Computer Systems Section, Page 49)

**Answer: We use Central Square Naviline. Payroll, Purchasing, Budget, Cash Receipt, and Accounting. All integrated. We have Tyler for Court Management.**

14. **Question:** Does the County expect to issue any new debt during FY 2026?

**Answer: No new debt. We did defease about \$5 million of our 2019 CO.**

15. **Question:** What were the audit fees for FY 2024 and FY 2025, and did those amounts include any overage or out-of-scope billings?

**Answer: \$69,000 each year. No overage or out-of-scope billing.**

16. **Question:** What audit delivery approach does the County expect for this engagement (in-person, remote, or hybrid)?

**Answer: Hybrid**

17. **Question:** For purposes of Section 4.7 (page 42), whom does the County consider to be key personnel?

**Answer: A partner, manager and senior.**

18. **Question:** For purposes of Section 4.7 (page 42), which individuals or entities comprise the Performance Review Company?

**Answer: Whatever Outside Firm is chosen is considered the Performance Review Company.**

19. **Question:** Section 4.7 (page 42) references experience and skills related to financial advisory services. Should that requirement instead refer to external audit services for this solicitation?

**Answer: Yes**

20. **Question:** Please confirm if the following program information be included in the cost proposal instead of the technical proposal. **“If applicable, each Proposer must provide a detailed statement setting forth the proposed hourly billing rate for all key personnel, and for each additional staff member to be assigned to the project. The hours each of the key personnel and other staff members are projected to work on the project.”** Section 4.7 (page 43)

**Answer: Yes, include in the cost proposal.**



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Deborah L. Clark, Purchasing Agent*

---

1149 Pearl Street  
1<sup>st</sup> Floor, Beaumont, TX 77701

OFFICE MAIN: (409) 835-8593  
FAX: (409) 835-8456

---

21. **Question:** What are the County's expectations for the HUB subcontracting for this RFP? Certain provisions of the HUB leans towards construction versus professional services. (Page 76)  
**Answer: There are no mandatory HUB requirements for this project.**
22. **Question:** Please clarify the proposal format requirements. Should the information requested in Section 5.7 (Page 52) be incorporated within Section 4 of the proposal, and if so, where should it be included?  
**Answer: You may include the requested information in any order in your proposal.**