



RFP 26P-001: Financial Auditing Services
ADDENDUM 1
October 20, 2025

QUESTIONS:

1. Can we have a copy of the most recent audits and tax filings?

Answer: YES. Please click here for relevant documents: [26P-001 Documents](#)

2. How many audit adjustments were made last year and to what did they relate?

Answer: NONE - all adjustments made by Harford Community College prior to audit.

3. Can you disclose the previous year's audit fee?

Answer: The total fee for all deliverables was \$58,100.

4. What is your required and preferred timing for audit fieldwork?

Answer: Preliminary work is done in April/May with March 31st numbers. Final fieldwork work begins the first week of August and usually runs heavy the first two to three weeks - then intermittent work until draft is presented at Board of Trustees meeting the second Tuesday of September. The Final Audit report and CC-4 is due October 1st.

5. Is your current audit firm invited to submit a proposal?

Answer: This is a publicly advertised solicitation to garner responses from any prospective auditing firms.

6. Is the scope of services requested in this RFP consistent with the services now being provided by your current audit firm?

Answer: YES

7. Were there any problems or disagreements with the prior auditors?

Answer: NO

8. Who drafts the financial statements and notes?

Answer: The Harford Community College Chief Financial Officer.

9. Have there been any significant operational changes since the prior year's audit?

Answer: NO

10. Has there been any material fraud noted over the past 5 years?

Answer: NO

11. Are there any contingencies or legal issues that could have an impact on future financials?

Answer: Perhaps the faculty collective bargaining unit which is in early stages of formation.

12. The RFP states that 'All work shall be performed on College's premises, remotely via a secure portal or by using a combination of both on-site or remote activities.' How many days do you estimate the auditors were on site last year?

Answer: Typically, the auditors were on campus days +/-8 days; In-person presence required for presentation to the Board of Trustees in September.

13. Does your incumbent audit firm provide any other assistance in addition to the audit?

Answer: NO

14. How long (and how many) were the auditors in your offices last year (as best you can remember)?

Answer: Most audit work can be completed remotely; on campus days +/-8 days. There were 3-4 audit staff working on different parts of the audit at different times.

15. How long has CliftonLarsonAllen been the College's auditor?

Answer: CliftonLarsonAllen has successfully been awarded the contract since fiscal year 2011.

16. What is the reason for issuing an RFP for audit services? Are there current auditors eligible to submit a proposal?

Answer: Our current contract expired with completion of FY25 audit. YES, the current auditors are eligible to submit a proposal.

17. Do you have preference to onsite, remote, or hybrid audits?

Answer: We have no preference. The only requirement is an in-person presentation at the meetings for the College Board of Trustees and the HCC Foundation.

18. Can you provide an estimate of how many days the prior auditors were on site or otherwise assigned for fieldwork?

Answer: Most work was completed remotely; on campus days +/-8 days. We have no idea how many hours were assigned.

19. Did the College receive any bookkeeping or additional services provided in conjunction with the audit of the College?

Answer: NO

20. What was the total fee charged for the College audit for FY2025?

Answer: The total for all deliverables was \$58,100 in FY2025.

21. What do you see as the College's greatest challenges in the next year?

Answer: Volatile environment at the Federal Level; State Budget deficit concerns; Faculty collective bargaining unit.

22. Has there been any significant journal entries made as the result of prior audits?

Answer: NO

23. Are there any areas within the single audit that is of special concern to the College?

Answer: NO

24. Has the College experienced any changes in key personnel, financing, or funding in the current fiscal year?

Answer: NO

25. Does the current auditor use an MBE/WBE or subcontracting firm?

Answer: NO

26. What general ledger system does the College currently use? Can the auditor be provided with view only/inquiry access to the general ledger system?

Answer: Ellucian Banner, on premise ERP. Yes, the auditor will have view only access to Banner.

27. When are you typically ready for final fieldwork to begin after year-end?

Answer: Typically, the first week of August.

28. The RFP says “the annual Contract price shall be paid in arrears upon completion of the respective audit.” Does this mean the College would make one payment for the entire fee at the completion of the audits?

Answer: NO; progress billings can be submitted. Final bill paid after completion of audit deliverables.

29. May we obtain a copy of the most recent internal control letter (management letter) if available?

- a. If an internal control letter is not available, were there any material weaknesses or significant deficiencies identified? If so, in what areas.

Answer: The internal control letter from the June 30, 2025, audit is available. Please click here for relevant documents: [26P-001 Documents](#)

30. Will your current auditor be invited to participate in the RFP process?

Answer: This is a publicly advertised solicitation to garner responses from any prospective auditing firms.

31. What were the most significant challenges encountered during the FY 2025 audit process?

Answer: Implementation of GASB101

32. Are there any anticipated or planned changes to the College’s organizational structure, financial systems, or reporting entities that could impact the scope or approach of the audit?

Answer: None for FY26 or FY27; The College plans to move to a SAAS ERP platform for general ledger in the near future.

33. Do you anticipate any significant changes in the level of federal or state funding for the College in FY 2026?

Answer: Not at this time, but we realize that processes and policies at the federal level are volatile.

34. Do you anticipate any significant new programs, grants, or capital projects in the upcoming fiscal year that should be considered in audit planning?

Answer: NO

35. Are there specific areas where the College is seeking added value, insights, or recommendations from the audit firm beyond the standard audit deliverables?

Answer: NO

36. Is the transition to a new audit firm a concern for the College? If so, what are the primary concerns, and what steps could the incoming auditor take to address or mitigate them?

Answer: No concerns

37. Unfortunately, we did not become aware of the RFP until after the pre-solicitation meeting that was held on October 9, 2025. Was the meeting mandatory? Is there a recording, transcript, or notes of the meeting available?

Answer: The meeting was not mandatory. Transcript available here:
[26P-001 Financial Auditing Services Preproposal Meeting transcript.pdf](#)

38. The Evaluation Criteria states there is a preference for firms that have provided audit work to higher education clients in Maryland. Are you able to share the specific weighting for that preference?

Answer: The Technical Criteria is as follows:

Criteria	Weight
Understanding of contract requirements and ability to satisfy desired characteristics	10
Administrative, Management, and Staffing	15
Firm reputation, qualifications, financial stability	10
Experience involving recent accounting pronouncements - specifically regarding those applicable to the HCC and the Foundation	15
Higher Education References (Location, Size, Scope)	10
TOTAL TECHNICAL	60

39. Please provide the fees paid for audit services for each of the past three years. If applicable, please indicate if there were any billings above contracted amounts for “out-of-scope” or additional services not contemplated at contract award.

Answer: FY23 \$55,400; FY24 \$56,700; FY25 \$58,100; no out-of-scope amounts.

40. Do you typically have adjusting journal entries as a result of the audit? If so, how many do you typically have?

Answer: Typically, no adjusting entries as a result of the audit.

41. Has the single audit historically been performed at the same time as the financial statement audit or have two different times been established for the different audits?

Answer: Historically done at the same time. Only delays occur when the Compliance Supplement is issued later than August.

42. Does HCC have a performed timeline or schedule for the annual planning and fieldwork activities for the audit?

Answer: Preliminary work is done in April/May with March 31st numbers. Final fieldwork work begins the first week of August and usually runs heavy the first two to three weeks - then intermittent work until draft is presented at Board of Trustees meeting the second Tuesday of September. The Final Audit report and CC-4 is due October 1st.

43. When will the final trial balance and required reconciliations/workpapers be available for audit?

Answer: First week in August

44. Is the incumbent firm allowed to propose?

Answer: YES

45. Did the incumbent auditors meet the pre-determined deadlines? Have there been delays in audits in prior years? If so, what caused these delays?

Answer: YES, the incumbent has met the pre-determined deadlines; no delays in completion of prior years' audits.

46. Have there been any disagreements between management and your independent auditor during the prior three engagements?

Answer: NO

47. What are the three biggest challenges affecting HCC?

Answer: Volatile environment at the Federal Level; State Budget deficit concerns; Faculty collective bargaining unit.

48. What general ledger package does HCC use? What software does HCC use for Student Financial Aid?

Answer: Ellucian Banner, on premise, for both General Ledger and Student Financial Aid.

49. Does management compile the financial statements or management's discussion and analysis or have these historically been performed by the auditor?

Answer: HCC Management

End of Questions

REMINDER: The receipt of posted addenda must be acknowledged in the Technical Proposal (see §23.A.1.i) and in the appropriate area of the Price Proposal Form. Failure to acknowledge receipt of addenda may deem the proposal submittal to be non-responsive.