

RFP 22679 Bidder Questions/Inquiries

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1	Question # Rephrased Question		OGS/AGR Responses
2	1	Have you been audited before? If yes, what level of attestation services were provided? Can we have a copy of issued reports, financial statements and management letters for the past three years?	The Fair has not been audited since it became a division of the Department of Agriculture & Markets in 2009. Accordingly, there were no issues, reports, or letters issued during the last three years.
3	2	If you have been audited before, why does the audit scope for the year ending March 31, 2013 consist of the audit of Fair's Statement of Net Assets only? Please clarify.	See answer to Question 1.
4	3	If you have been audited before, what are the hours and fees incurred for the past three years' professional services.	See answer to Question 1.
5	4	If you have not been audited before, please provide a copy of internal financial statements for the past three years?	The internal financial statements on an accrual basis are now being compiled for the year ending March 31, 2013. The cash basis internal statements ending March 31, 2012 and 2013 are attachments 6 & 7 located here, http://www.ogs.ny.gov/purchase/biddocument/22679BID.ASP .
6	5	What's the structure of your accounting department (staffing, function, and etc.)?	There are five Fiscal Management staff located at the Fair with accounts payable, payroll, and revenue responsibilities.
7	6	Will financial statements be made available to bidders?	Accrual basis statements are being prepared now, and will not be available until late September or early October.
8	7	In addition to the recent audits of the Fair related to revenue, procurement and payroll are there any financial audits or financial statements of the State Fair available for review?	No additional audit reports or statements are available.
9	8	Will the internal audit staff be available to assist in completion of any aspects of the fieldwork and if so how many hours or other availability will they have?	Bidders should not include internal audit staff when calculating the hours necessary to complete the work under this RFP. Staff will be available to answer questions on an as needed basis.
10	9	Is there written system documentation related to internal controls in place and procedures to be followed related to revenues, procurement, payroll, etc. to provide an internal control framework to conduct the audit or will preparation of this documentation have to be considered as part of the audit process?	There are Division of the State Fair policies, and the accounting firm preparing the Statement of Net Assets is compiling narratives in conjunction with their engagement.
11	10	Where can the State Policies regarding expenditures from the Enterprise Fund be found?	These funds are governed by the State Finance Law and guidance issued by the Division of Budget and the Office of the State Comptroller.
12	11	For clarification purposes, MBE participation goal is 10% and WBE participation goal is 10%, a total of 20%. Can this be fulfilled through supplier purchase, not necessarily just through direct work on the contract?	The MBE & WBE participation goals can be fulfilled through both direct contract work and supplier purchase.