



# Clayton County Public Schools

## Division of Business Services

1058 Fifth Avenue, Jonesboro, Georgia 30236 (770) 473-2700

**DR. MORCEASE J. BEASLEY**  
Superintendent of Schools

**EMMA BENTON**  
Chief Financial Officer

### **ADDENDUM # 1**

### **RFP 016-20 External Financial Audit Services**

### **Solicitation Released: May 21, 2020**

Where any original item, term, or requirement is not specifically amended, voided or superseded by this addendum, it will remain in effect. This clarification is being provided to all known respondents.

1. Clayton County Public Schools (CCPS) has received questions pertaining to this RFP. The questions and their resulting answers are attached hereto.
2. The Pre-Proposal Conference Agenda and Sign-In Sheet pertaining to this RFP is attached hereto as Exhibit 1.

*Debra B. Brewer*

June 9, 2020 | 12:05:42 PM EDT

**Debra B. Brewer, Esq., CPPO**  
Director, Department of Purchasing

**Issue Date**

### **ACKNOWLEDGEMENT**

**This sheet must be completed, signed, and returned with any proposal to acknowledge receipt of this Addendum. Failure to do so may result in the rejection of any proposal submitted.**

The above addendum is hereby acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

QUESTION 1: Do you anticipate extending the bid due date?

**ANSWER No.**

QUESTION 2: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

**ANSWER No additional details will be provided.**

QUESTION 3: Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

**ANSWER No.**

QUESTION 4: Other than your own website, where was this bid posted?

**ANSWER In addition to the CCPS website, the RFP was posted on the Georgia Procurement Registry and Bonfire.**

## EXHIBIT 1



### RFP 016-20 EXTERNAL FINANCIAL AUDIT SERVICES

### PRE-PROPOSAL CONFERENCE CALL June 3, 2020 at 10:00 A.M.

#### Conference Call Information:

Dial-In Number: (712) 775-7465

Access Code: 222743 followed by a pound/hash sign (#)

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### Agenda

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|---------------------------------|--|
| 1. Opening Remarks              | <b>Jenel McMillian</b><br>Procurement Specialist |
| Introduction of CCPS Staff      |  |
| Purpose of the Meeting          |  |
| Procurement Process             |  |
| Required Forms                  |  |
| Submission of Written Questions |  |
| 2. Overview and Scope of Work   | <b>Tomeka Billingsley</b><br>Director of Finance |
| 3. Questions and Answers        | <b>Jenel McMillian/Tomeka Billingsley</b>        |
| 4. Conclusion and Adjournment   | <b>Jenel McMillian</b>                           |
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Responses to this RFP will be received by Clayton County Public Schools (CCPS) e-Procurement Bonfire Portal at <https://claytonk12ga.bonfirehub.com/opportunities/27103> until 3:00 P.M., Eastern Standard Time (EST) on Wednesday, June 24, 2020.

All questions or inquiries pertaining to the project are due no later than 3:00 p.m. on Wednesday, June 10, 2020. Submit questions to: [purchasing@clayton.k12.ga.us](mailto:purchasing@clayton.k12.ga.us). All replies will be made in writing via addendum to the CCPS website and Bonfire Portal. Oral responses are not authoritative. It shall be the responsibility of each Proponent to monitor the website or portal to obtain a copy of any addendum issued for this RFP.



**RFP 016-20**  
**EXTERNAL FINANCIAL AUDIT SERVICES**

**PRE-PROPOSAL CONFERENCE CALL**  
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**Questions**

**Please print your question (s) below. Any question not answered today will be answered by addendum as stated below\***

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**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Company/Firm:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**\*Attendees will be permitted to ask questions during the pre-proposal conference call, however, any oral responses to questions are not authoritative and may not be relied upon for any matter. It shall be the responsibility of each Proponent to monitor the CCPS website and obtain a copy of any addendum issued for this RFP. Please do not contact the end user department for questions.**

**RFP 016-20 External Financial Audit**  
Pre-Proposal Conference Call  
June 3, 2020 at 10:00 A.M.

**Attendance Sheet**

<b>Name</b>	<b>Title</b>	<b>Company Name</b>	<b>Contact Information</b>
Tomeka Billingsley	Director of Finance	CCPS	770-473-2747
Jenel McMillian	Procurement Specialist	CCPS	678-479-4505