



**RFQ: C160003: CPA Services - Examination of Financial Statements  
and Performance of Agreed Upon Procedures**

**VENDOR ACKNOWLEDGEMENT OF ADDENDUM**

Amendment Number: Two  
Date Issued: March 8, 2016  
Summary: Questions and Answers

By signing below, the bidder attests to receiving and responding to the amendment number indicated above.

FIRM NAME: \_\_\_\_\_

REPRESENTATIVE SIGNATURE: \_\_\_\_\_



## REQUEST FOR QUOTATIONS

### Certified Public Accounting Services Examination of Financial Statements and Performance of Agreed Upon Procedures

#### Questions and Answers

Release Date: March 8, 2016

**Q.1:** What were the prior year audit fees and fees for the agreed-upon procedures engagements?

**A.1:** **This information is available as provided under the Freedom of Information Law. You may contact the Commission's FOIL Officer as follows: [Foil.Requests@gaming.ny.gov](mailto:Foil.Requests@gaming.ny.gov).**

**Q.2:** How many hours did the most recent audit take to complete? How many hours were charged to the NYS Gaming Commission last year for performing the agreed-upon procedures engagements?

**A.2:** **The hours billed for completion of the prior financial audit was 552. The hours billed for the prior year performance of Agreed Upon procedures was 93.**

**Q.3:** When would the Commission close its books and ready for audit and agreed-upon procedures engagements?

**A.3:** **The Commission expects to have its books ready for audit by April 30<sup>th</sup>.**

**Q.4:** Were there any difficulties in completing the prior period audit and agreed-upon procedures engagements?

**A.4:** **No.**

**Q.5:** Did any event occur that would make the current year audit significantly difference from the prior year?

**A.5:** **No.**

**Q.6:** How long has your incumbent firm been the auditors for the financial statement audit and performing agreed-upon procedures?

**A.6: The incumbent firm has been the auditor since FY 1994-95.**

Q.7: Please describe the level of assistance, if any, required of the audit firm in the preparation of the financial statements and footnotes.

**A.7: Preparation of the financial statements is the responsibility of Gaming Commission. To the extent allowed by generally accepted auditing standards, the Gaming Commission welcomes suggestions by its auditor relating to form or content based on information provided by the Gaming Commission.**

Q.8: Are all requested schedules usually ready the first day of field work or are they provided over a period of days during field work?

**A.8: The Gaming Commission endeavors to have schedules requested by its auditors prepared by the agreed upon date.**

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

**A.9: No.**

Q.10: Have management implemented the complementary user controls as recommended by the SSAE 16, SOC I, Type II Reports from Gtech Corp. and Multimedia Games, Inc.? In management's opinion, are the controls at New York Lottery sufficient to ensure that transactions are being properly processed and recorded?

**A.10: The Gaming Commission believes it has implemented appropriate internal controls consistent with the complementary user controls listed in the reports.**

Q.11: Part 2, Section 2.5, Term of Contract and Contract Extensions, of the RFQ indicates that the contract term is from April 14, 2016 through April 13, 2017. Are there contract extensions contemplated under this RFQ? Will the contract be out for bid after the one year term?

**A.11: The contract term is April 14, 2016 through April 13, 2017. There are no renewals included in the term of the contract. There will be a new solicitation for services effective April 14, 2017.**

Q.12: In Part 3, Scope of Work, of the RFQ, under Section A, Examination of Financial Statements, and Section B, Performance of Agreed Upon Procedures for Multijurisdictional Games, respectively; the Duties and Responsibilities of Auditor sections mention that audited financial statements and management letter, and an agreed-upon procedures report should be provided to the Commission no later than June 15 each year. However, the prior year audit report was issued in July and one of the prior year agreed-upon procedures reports was issued in November. Given the report issuance dates from prior year, is it acceptable to move back the final report dates to allow sufficient time to complete the procedures?

**A.12: June 15 is the target date for completion. Extenuating circumstances have delayed the issuance of the auditor's reports in prior years but the Commission is required to provide financial statement data to the NYS Office of the State Comptroller by June 30 for inclusion in the statewide financial statements.**

Q.13: What are your criteria in selecting a successful firm for this RFQ? What is the most important criterion in your selection?

**A.13: The Commission will make an award under its discretionary purchasing authority under State Finance Law section 163(6). Under this authority award will be made only to a New York State small businesses or to businesses certified pursuant to Articles 15-A (M/WBE) and 17-B (SDVOB) of the New York State Executive Law.**

**Under the discretionary purchasing method, typically cost is the determining factor among those bids meeting the minimum qualifications under the RFQ. There is no subjective technical evaluation under this RFQ process, unlike the process under a Request for Proposals.**

Q.14: Will there be a Document Submittal Checklist like when you released the RFP last year? If none, then does the RFQ only requires the bidder to submit the "Quotation Forms" – attachment 1a and attachment 1b or are there other forms or documents that needs to be submitted along with the Quotation Forms?

**A.14: A Document Submittal Checklist was not included in the Request for Quotations. The only required document to be submitted in response to the RFQ is the Quotation Form (Attachments 1a and 1b). The successful bidder will be required to complete additional forms, including a contract in the form of Appendix B of this RFQ.**