**2021 PA USF External Auditor RFP Questions & Answers**

1. How many audit adjustments were made in the prior audit? **None.**
2. Can we obtain a copy of the prior year audit report? **All audit reports can be found on the Commission’s website under Telecommunications - PA Universal Service Fund - External Auditor of the PA USF.**
3. Who prepares the financial statements and footnotes? **The Fund Administrator, GVNW Consulting, Inc. (GVNW).**
4. Will the work be done remotely or on site? **The current expectation is that the 2021 audit be performed remotely, and the 2022 audit done on site.**
5. When is the Fund ready for audit? **May of each year.**
6. Why is the Fund soliciting proposals? **The current contract expires June 30, 2021.**
7. What were the prior year audit fees? **$20,362.00**
8. What is the final report due? **As per 52 Pa Code § 63.168 (b), the auditor will prepare and submit a report to the Commission and the Fund Administrator by July 1st of each year.**
9. Are there any concerns with the current auditor? **No.**
10. Did the current auditor have any findings? If so, please send significant deficiency letter or management letter. **None.**
11. Is the current auditor being allowed to bid on the professional auditing services? **Yes.**
12. What accounting and other programs does the Fund utilize for financial information? **GVNW uses Accounting CS (Thomson Reuters) and Excel for PA USF accounting purposes.**
13. As a special revenue fund of the state, does the Fund have its own bank accounts or does the Fund utilize the state’s bank account to collect and disburse funds? **The PA USF has its own bank account.**
14. How many PA telecommunication service providers does the Fund assess on a monthly basis? **Currently, there are 322 companies that file an Assessment Report each year and there are 31 companies that receive payments each month.**
15. Will there be an extension of the July 1st deadline for year 1 of the contract? **No.**
16. List the following dates for the previous audits and expectations for the audits going forward:
	1. Interim date: **N/A**
	2. Fieldwork Date: **May of each year**
	3. Draft Date: **June of each year**
	4. Final report date: **July 1st of each year**
17. We would like to confirm the period to be audited: is it December 31, 2020 or December 31, 2021? **The first audit conducted under this RFP will be for the PA USF as of January 1, 2021 through December 31, 2021.**
18. How long (and how many) were the auditors in your offices last year (as best you can remember)? **The audits conducted in 2019 & 2020 were conducted remotely.  For those audits, GVNW corresponded with only one auditor. However, GVNW is unaware if there were additional staff working on the audits. The audit conducted in 2018 was performed on site by two auditors who were on site for two days.**
19. Is the scope of services requested in this RFP consistent with the services now being provided by your current audit firm? **Yes.**
20. Page 9 of the RFP references a management audit and on page 3 of the RFP there is a reference to “audit emphasis on issues of management economy, efficiency, and effectiveness.” These are items more associated with performance audits. Is the financial audit the only deliverable or is a performance audit in accordance with US Government Auditing Standards an additional deliverable that you are looking for? **The only deliverable is the financial audit described in Section I-1 of the RFP.**
21. Were there any problems or disagreements with the prior auditors? **No.**
22. Who drafts the financial statements and notes? **GVNW.**
23. Have there been any significant operational changes since the prior year’s audit? **No.**
24. Has there been any material fraud noted over the past 5 years? **No.**
25. Are there any contingencies or legal issues that could have an impact on future financials? **No.**
26. Has the most recent audit been performed remotely? **Yes.**
27. Do you have the ability to work with an auditor remotely, or the ability to give us read only access to your g/l through a portal or laptop? **GVNW can work with an auditor remotely, including using MS Teams for virtual face-to-face meetings and document sharing.  Generally, GVNW can provide the auditors with compressed password protected folders via email (preferred) or utilize a file sharing app, such as Dropbox.**
28. Do you electronically scan invoices, as well as bank statements and reconciliations? **Per GVNW, all documentation has been digitized, including bank statements and reconciliations.**
29. If we were required to work remotely what do you feel would be the biggest access issue to your records? **GVNW does not foresee any issues with sharing documentation remotely.**
30. Is the work required under RFP 2021-1 intended to be conducted as a management audit or as a financial audit (requiring a registered CPA firm)? **As a financial audit that requires a registered CPA firm.**