

Private Industry Council of Westmoreland/Fayette, Inc.
Single Audit Bid 2026 - 2028
Questions & Answers

1. What is the pricing structure of the most recent audit services contract? Did the total price include the 990 or were the audit and 990 billed separately? ***The scope of work would include the completion of the Single Audit and the 990. When providing pricing in your response, please list cost for audit, cost for 990 and total cost for each year listed in the bid.***
2. Did the prior audit firm submit additional invoices for their services exceeding the agreed upon engagement fees? If so, for how much? ***N/A.***
3. How many audit adjusting journal entries were posted for the year ended December 31, 2025? Were they determined by Private Industry Council or the auditor? If available, please provide a copy. ***There were 15 adjusting entries done at year end (06/30/2024) and all were identified by the auditor. Private Industry Council (PIC) operates on a Fiscal Year of 07/01 – 06/30.***
4. Are financial records available in electronic format and, if so, what accounting software is used? ***PIC uses Munis for their accounting software. Yes, some items for the audit are in electronic format while others are only available via paper.***
5. Is Private Industry Council able, and willing, to provide requested reports and some documentation in electronic format? ***Please see answer under question #4.***
6. Are financial records centralized or at multiple locations? ***Financial records are retained onsite at PIC's corporate facility.***
7. Does Private Industry Council have written detailed policies and procedures with respect to internal controls in place for various operating cycles? ***PIC's policies and procedures are currently being reviewed with the intent of updating as they have been in place for many years and the last updates were made in 2020.***
8. Were there any bonds or notes to be issued in the year ended December 31, 2025? ***N/A***
9. What, if any, company is used to prepare the capital asset depreciation report or is this kept all year by the audit team or is it kept internally? ***Currently, the audit team has been preparing a depreciation report if needed.***
10. Have there been any changes\turn over in staff since the prior audit? ***Yes, PIC's fiscal department has had turnover since the 06/30/2024 audit was completed. The 06/30/2025 audit is not finalized yet.***

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11. How many bank accounts does your organization have? Are the accounts reconciled monthly within the accounting software? ***Currently, there are nine bank accounts. No, the accounts are not reconciled within the fiscal software.***
12. Has there been any material fraud noted over the past 5 years? ***No.***
13. Are there any contingencies or legal issues that could have an impact on future financials? ***No.***
14. May the audit firm request information prior to the fiscal year end in order to expedite the onsite testing process? ***PIC would work with the audit firm to provide some items prior to fiscal year end. Other items would not be available until accruals and year end entries were completed by PIC.***
15. Typically, how many staff personnel are on-site for preliminary and final fieldwork, and how many days/weeks are they there? ***Typically, 2-3 auditors from the current audit firm were onsite for fieldwork for approximately 6-8 work days.***
16. What is the anticipated timeline to begin the audit? ***The audit for 06/30/2026 is expected to begin towards the end of October 2026 or beginning of November 2026.***
17. Does the auditor prepare the Schedule of Expenditures of Federal Awards (SEFA)? ***PIC prepares a preliminary SEFA which is provided to the audit team at the start of the audit. The auditors adjust the SEFA as needed during the audit and the audit firm will issue the final SEFA which is included in the single audit.***
18. Will the current audit firm be eligible to bid? ***Yes.***
19. Were there any specific factors that led the Organization to issue a request for proposal at this time? ***Current engagement is complete with the single audit for 06/30/2025. The PIC Board of Directors voted and approved to put a bid out for these services since these steps have not been taken in many years.***
20. Have there been any significant disagreements or disputes with your prior auditors? ***No.***
21. Have there been any recent or anticipated changes in governance, key management or programs that would impact the services compared to the prior year and expected federal award listing provided? ***No.***

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22. Are there any known fraud, regulatory or compliance issues currently under investigation or review? **No.**
23. What accounting software and related financial systems does the Organization utilize? **Currently, PIC is using Munis for their accounting software. WASP is used to track inventory. PIC contracts with CTR, who is a Pittsburgh based payroll company. PIC has access to the iSolved software to meet their payroll needs. Child Plus is also used for tracking non-federal share and a personnel database. The department also uses many excel workbooks and spreadsheets.**
24. Have recommendations from the prior year findings, specifically those related to bank reconciliations, accounts payable and accrued liabilities, been implemented? **Please refer to question #7.**
25. Could you please provide a listing of any adjustments identified by the auditor's during their most recent audit engagement? **Please refer to question #3.**
26. What accounting software do you use? **Please refer to question #4 and #23.**
27. How many audit entries does the auditor make each year on average? **Please refer to question #3 and #25.**
28. Do you know how many hours the current audit firm spends on the audit each year? **PIC does not know how many hours the audit firm spends on the single audit each year. (Please refer to question #15.)**
29. Is the current auditor invited to bid as well? **Yes.**
30. Is there anything in particular you are looking for in an audit firm? **PIC is looking for a firm that responds to the bid, has relevant experience and knowledge in the scope of work that PIC performs, has qualified employees that can complete the single audit timely, a firm with a solid reputation and pricing that aligns with the current operating budget.**
31. What is the reason for the bid, and will the current auditor be bidding? **Please refer to questions #18, #19 and #31.**
32. Do you have any grantor requirements for bidding the audit after a certain period of time? **No.**

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33. How much time did the current auditor spend on site for fieldwork? *Please refer to question #15.*
34. Do you have deadlines for drafts and final report issuance? *Yes, draft should be completed by February 1st and final audit and 990 should be completed by February 10th. Audit firm will participate in February PIC Board of Directors Meeting to present both documents.*
35. When do you anticipate being ready for fieldwork to begin? *Please refer to question #16.*
36. Are the majority of your files paper or electronic? *Please refer to questions #4 and #5.*
37. Do you prepare the Supplementary Schedules in the audit report? *Please refer to questions #9 and #17.*
38. Can we have a copy of the 2025 audit? *The 06/30/2025 audit is not finalized.*
39. What prompted PIC to issue this RFP for audit/tax services at this time? *Please refer to question #19 and #31.*
40. Were there any significant issues or disagreements with the current audit firm (e.g., timing, communications, audit adjustments), and is the current firm being invited to submit a proposal? *Please refer to question #18, #20, #29 and #31.*
41. Can you provide the audit fee for the prior year or an expected budget range for the services requested in this RFP? *Audit fees for the fiscal year ending 06/30/2025 have not been invoiced.*
42. Is this scope of work in this RFP consistent with prior years? *Yes.*
43. Has the current auditor historically provided any additional services or billed for work outside the original audit contract? *Please refer to question #2.*
44. Are there any records maintained or prepared by the audit firm (i.e., fixed asset and depreciation listings, Schedule of Expenditures of Federal Awards, or other supporting schedules)? *Please refer to question #9, #17 and #37.*
45. Were there any audit adjustments? If so, can you provide a copy of those adjustments? *Please refer to question #3, #25 and #40.*

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46. Have any known or suspected instances of fraud or significant control deficiencies been identified in the past 2-3 years? If so, please describe their nature and if resolved. **No.**
47. Are there any contingencies or legal matters that could affect future financial statements? **No.**
48. Have the recommendations included in the schedule of findings and questioned costs for findings 2024-001 and 2024-002 been implemented by Management, or are they still in process? **These are still in process.**
49. Are there any accounting functions that are outsourced to third-party providers? **PIC contracts with CTR, a payroll company based in the Pittsburgh area. PIC recently signed a contract with a Pittsburgh based Consultant Firm (03/2026) to assist with fiscal department duties.**
50. Have there been significant operational changes during the current year or expected for next year? Examples would include any software changes, changes in accounting personnel, or new expanded federal or state programs. **PIC is collaborating with a consultant to update policies and procedures that are outdated. Please refer to question #7. PIC is also looking to update their processes to become more automated and efficient. PIC has one accountant position that is open and is actively trying to fill it.**
51. What accounting software does the PIC use for general ledger, payroll, and/or billing, and are there any plans to change PIC's accounting software in the near future? **PIC is not planning to change any of the current software being used. Please refer to question #4 and #23.**
52. Do the auditors typically obtain direct (view only) access to the general ledger system? **No.**
53. To what extent are key documents (e.g., invoices, contracts, grant agreements, bank statements, and employee timesheets) available in electronic form, or are they maintained as hard copies? **Please refer to questions #4, #5 and #36.**
54. To what extent has the existing audit been performed onsite vs. remotely, and are there expectations or preferences regarding onsite versus remote fieldwork for this engagement? **PIC would expect the audit firm that is awarded this bid to be onsite in PIC's corporate office for part of the fieldwork. Please refer to question #15.**
55. We understand that PIC requires fieldwork to be completed by January 15th. When would you like the draft and final reports to be completed? **Please refer to question #34.**