

**Early Learning Coalition of North Florida  
REQUEST FOR QUALIFICATIONS  
For External Auditing Services  
No. 2019-01**

**Amendment 1  
October 15, 2018**

**1. Page 2, Table of Contents amended to read:**

EARLY LEARNING COALITION OF NORTH FLORIDA, INC.  
EXTERNAL AUDITING SERVICES  
REQUEST FOR QUALIFICATIONS  
Number 2019-01

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2. Page 6, Section I - INTRODUCTION amended to read:

**9. Addenda**

The Coalition has, at its sole discretion, the absolute right to cancel, amend, modify, supplement or clarify this RFQ solicitation at any time. If any solicitation revisions become necessary or appropriate, as determined by the Coalition, the Coalition will electronically post the addenda to the Coalition's website [www.elcnorthflorida.org](http://www.elcnorthflorida.org). Proposers are responsible for checking the Coalition website and contacting the Coalition's Point of Contact for this solicitation before the RFQ deadline to ascertain whether any addenda have been issued. Failure to do so could result in a determination that the Proposal is non-responsive.

3. Page 6, Section II - Scope of Services amended to read:

1. **Statement of Work**

The Coalition desires to receive proposals for the selection of an independent certified public accounting firm to provide external auditing services for a term up to 3 years, beginning with an audit of the Coalition's financial statements for the fiscal year ending June 30, 2019, and ending with the preparation and submittal of a complete set of financial statements as required. The contract between the Coalition and the winning respondent may be extended for up to two additional years, which shall be at the sole discretion of the Coalition.

4. Page 6, Section II - Scope of Services amended to read:

2. **Services Desired**

C. **Tax Return and Financial Statements** –

**Tax Return:** The respondent will be required to prepare the Coalition's tax return (Form 990) for all fiscal years covered under the engagement contract.

**Financial Statements:** The respondent will prepare a complete set of financial statements including required disclosures for each fiscal year covered by the engagement agreement, including the conversion and submission of required financial statements to all applicable federal and state agencies based upon the financial statements provided to the Firm by management.

