

 <p>UNIVERSITY OF NORTH CAROLINA CHARLOTTE</p>	<p>REQUEST FOR PROPOSALS #66-26068 SB</p> <p>University of North Carolina at Charlotte Purchasing Office Reese Building, 3rd Floor 9201 University City Boulevard Charlotte, North Carolina 28223-0001</p>
<p>Addendum Issue Date: April 2, 2026</p>	<p>Due Date: Thursday, April 9, 2026 by 2:00 PM ET</p>
<p>Purchasing Contact: Scott Brechtel</p>	<p>Audit and Tax Services for Affiliated Entities</p>
<p>ADDENDUM #1</p>	

This addendum is issued to answer questions posed about this solicitation.

1. Would it be possible to obtain the audited financial statements and 990 Tax forms for each of the entities included in the RFP request?

A: Yes, the file is available here: https://drive.google.com/drive/folders/1fQG-kNnJ8Fbc3Mh_L_ZUAa4HXPqX5QpT?usp=sharing

2. Please describe the primary reason the University is issuing this RFP at this time, and whether the incumbent firm is eligible to propose.

A: The RFP is being issued to establish a new contract for these services because the previous contract has expired. The former contract holder is eligible to propose.

3. How long has the current firm served these affiliated entities, and are the services currently performed under a single coordinated engagement team across all entities or through separate teams/workstreams?

A: The previous contract was initially entered into in 2022. The financial statement audits for the two Foundations and the Student Legal Services entity were performed by the same engagement team, and the Investment fund entity was audited by a different team but under the same engagement leader. The 990s were prepared by a separate tax team.

4. The audit fees appear to be disclosed in the prior year financial statements. Would UNC Charlotte be willing to provide the current tax compliance/preparation fees by entity, along with any recurring or nonrecurring out-of-scope or supplemental fees incurred in recent years?

A: See breakout below:

	Audit	Tax
Foundation of UNC Charlotte	\$70,550	\$7,140
Athletic Foundation of UNC Charlotte	\$25,370	\$7,140
UNC Charlotte Investment Fund	\$12,132	\$17,692
Student Legal Services	\$7,610	\$2,730
Institute for Social Capital	n/a	\$2,730

5. Were there any passed adjustments, recorded audit adjustments, internal control observations, compliance findings, or other significant audit issues in the last three years for any of the entities?

A: The primary item relates to the difference in fair value of investments recorded in the financial statements at YE close as compared to the final valuations published after the close. These differences have been mentioned as uncorrected misstatements in the final auditor communications. No internal control observations or findings.

6. Is the accounting for all four affiliated entities performed by the same University finance personnel and control environment, or do any of the entities operate with separate personnel, systems, or materially different internal control structures?

A: All accounting functions are performed by the same University finance personnel within the Division of Business Affairs and share the same control environment. The gift processing function is performed by personnel within the Division of Advancement.

7. What ERP platform and related financial reporting systems are used for each entity, and are any entities maintained outside the University's primary accounting environment?

A: Banner Finance is the primary general ledger / ERP. Each entity has its own chart of accounts within Banner. Quickbooks is also used on a limited basis as a check writer for disbursements. The Foundation uses a donor CRM for gift processing, called Ascend. Athletic Foundation uses a ticketing CRM, Paciolian.

8. What has the historical audit timeline looked like for interim procedures, year-end fieldwork, draft issuance, and final report issuance by entity, and when are management and records typically ready for each phase?

A: See typical timeline below:

- June = auditor performs interim inquiries/procedures
- Early August = trial balances provided to auditor by management
- Mid/late August = auditor performs year-end fieldwork
- September 1 = auditor provides management with draft financial statements
- By early October, but no later than October 15 = auditor issues final signed report and financial statements (For the Student Legal Services entity, the final issuance can be extended to November 15 if needed).

9. For governance and reporting, does the auditor typically present to an audit committee only, or also to full boards, and are those presentations expected to be in person, virtual, or hybrid?

A: The auditor usually provides a brief presentation to the audit committee on a virtual call; in person is not expected.

10. For UNCCIF specifically, approximately how many alternative investment funds/K-1s are involved, and does management perform the K-1 analysis for UBIT, state sourcing, and foreign reporting matters, or is that analysis expected from the CPA firm?

A: There is one K-1 from Global Endowment Management (GEM). The CPA firm does the K-1 analysis for state sourcing and foreign reporting. The number of states is decreasing as the GEM investment continues to wind down.

11. Do you anticipate any significant operational, organizational, accounting, investment, or tax changes affecting any of the affiliated entities over the next two to three years?

A: For the Foundation, the The Edge at UNC Charlotte, LLC is expected to be dissolved in FY28 once the University acquires the property from the Foundation. For the Athletic Foundation, the Charlotte 49ers Ventures LLC entity is a new entity that will be consolidated with the Athletic Foundation's operations.

12. How long has the current finance/accounting team responsible for these entities been in place, and have there been any significant recent personnel changes?

A: The current finance/accounting team has been in place since 2016; no significant personnel changes have occurred in the recent period.

13. Are there any expectations regarding onsite presence versus remote work, and would a hybrid approach be acceptable?

A: All methods are acceptable; the previous auditor was primarily remote.

14. Is there an Attachment A: Financial Proposal document, or are we to label our financial proposal as Attachment A: Financial Proposal?

A: There is no Attachment A document provided; respondents are to provide the cost information required in the RFP and label their Financial Proposal as Attachment A.

15. The proposal asks us to sign the form that our firm is in compliance with North Carolina General Terms and Conditions for vendors. If our legal team cannot review all terms by the time the proposal is due, would an acceptable response be that we would negotiate terms and conditions if we are selected as the vendor for this work?

A: Vendors may add a statement to their proposal that they would like to negotiate the state's T&Cs prior to contract finalization if they are selected for award. The university will attempt to negotiate in good faith, but if an agreement cannot be reached, we will move on to the next highest evaluated firm.

16. Can the university provide prior year audit reports and 990's for all entities included in the RFP?

A: Yes, the files are available here: https://drive.google.com/drive/folders/1fQG-kNnJ8Fbc3Mh_L_ZUAa4HXPqX5QpT?usp=sharing

17. Can the university provide prior year fees for all entities included in the RFP?

A: See prior year audit reports, which contain a fee disclosure.

18. Will the university allow firms to conduct the audit remotely?

A: Yes

19. Please provide ATTACHMENT A: FINANCIAL PROPOSAL or confirm that bidders are to create their own tables/grids, etc. to support the complete pricing breakdown requirements, as shown in Section 4.1 Financial Proposal.

A: There is no Attachment A document provided; respondents are to provide the cost information required in the RFP and label their Financial Proposal as Attachment A.

20. Please confirm whether HUB participation is mandatory for this work.

A: No, HUB participation is not mandatory.

21. Please send the 990Ts for UNCCIF and The Foundation of UNCC.

A: The files are available here: https://drive.google.com/drive/folders/1fQG-kNnJ8Fbc3Mh_L_ZUAa4HXPqX5QpT?usp=sharing

22. Can you please provide a copy of the most recent issued audits, governance letters, and internal control letters?

A: The files are available here: https://drive.google.com/drive/folders/1fQG-kNnJ8Fbc3Mh_L_ZUAa4HXPqX5QpT?usp=sharing

23. Please provide background for the need for the RFP. Why is the bidding process occurring?

A: The RFP is being issued to establish a new contract for these services because the previous contract has expired.

24. Is the prior auditor allowed to bid on the RFP?

A: Yes

25. How long have you been served by your current provider?

A: The previous contract was in place for a total term of three years.

26. Have there been significant change in business operations since the last audit? If so, can you describe what those changes are?

A: A new member-managed LLC was established, Charlotte 49ers Ventures LLC. Its activity will be consolidated with the Athletic Foundation, which is the sole member of the LLC.

27. Can you provide the current breakdown of audit, tax, and other accounting fees? Were there any out-of-scope services included in these fees in the last few years?

A: See previous responses.

28. What do you enjoy most about your relationship with your current firm? What could be improved upon?

A: Currently, there is no firm under contract for these services.

29. What is most important to you regarding the team that serves you?

A: Clean audit report

30. What are your biggest concerns for the upcoming year(s)?

A: No specific concerns other than the usual time constraints related to fiscal year-end close and meeting year-end deadlines.

31. Is there a preference regarding the balance of in-person versus remote audit work?

A: No preference

32. Were the auditors on site for fieldwork in prior years? If so, approximately how many days were the auditors on site for fieldwork? How many auditors were on the team typically?

A: Prior to 2020, auditors were on-site for 3-4 days. Since then, the audit teams have completed their procedures remotely.

33. Are journal entries typically identified or recorded by the auditors? If so, what is the nature and magnitude of the entries?

A: No

34. Are there specific data security, system access, or document sharing requirements the selected firm should be aware of?

A: The Office of the State Auditor requires certain communications to be provided by our auditor prior to completion of the engagement

35. Have there been any changes in key management personnel in the last two years?

A: No

36. Have there been any changes with major IT systems in the last two years?

A: The Foundation implemented a new gift processing/donor info CRM recently (Ascend)

37. What accounting software does each organization use?

A: See previous responses

38. Have there been any internal audits conducted on any of the affiliated entities during the past two years, and if so, were there any findings?

A: No

39. Does the athletics foundation utilize athletics ticketing software or a separate CRM? If yes, what system do they use?

A: Yes; Paciolian

40. What is the earliest that each affiliate can be ready to be audited?

A: Trial balances can be provided in early August. See previous responses for additional details on timeline.

41. Is accounting centralized for all affiliates or does each foundation have its own processes and internal controls?

A: Centralized within Business Affairs

42. What are the most important criteria you're looking for in your audit and tax firm?

A: Clean audit opinion and accurate tax filings provided within agreed-upon timeframes

43. Does the firm's experience with higher education and other university component units weigh heavily in your decision?

A: It is a factor in the decision

44. Who will be on the selection committee and who will be the key decision-makers?

A: Selected individuals from the Business Affairs division and other partners. The decision will be made by Business Affairs.

45. If any, how many investment fund managers are engaged in the management of the investment portfolios?

A: One primary manager for the endowment, which is UNC Management. Global Endowment Management (GEM) is in a wind-down status.

46. If any, have there been significant changes to investment portfolios in FY 26?

A: No change in structure

47. 4.1 - Can you provide the current breakdown of audit, tax, and other accounting fees? Were there any out-of-scope services included in these fees the last few years?

A: See previous responses

48. Attachments – Is there an Attachment A template we should use, or should we create our own attachment with the instructions provided in Section 4.1 of the RFP?

A: There is no Attachment A document provided; respondents are to provide the cost information required in the RFP and label their Financial Proposal as Attachment A.

49. 4.10 – Are subcontractors being used by the current auditors

A: Not to our knowledge

50. 5.1 – Please provide copies of the most recent audited financial statements for each entity

A: The files are available here: https://drive.google.com/drive/folders/1fQG-kNnJ8Fbc3Mh_L_ZUAa4HXPqX5QpT?usp=sharing

51. 5.2 – When are the books closed down and PBC documents typically ready for audit for each entity?

A: Accrual trial balances will be available in early August. Other cash-basis info can be provided earlier.

52. 5.2 – Is audit fieldwork current performed on-site or remote? Is there a preference moving forward?

A: No preference

53. 5.2 - Are there journal entries typically identified or recorded by the auditors? If so, what is the nature and magnitude of the entries?

A: No

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED WITH YOUR PROPOSAL

COMPANY NAME	DATE
PRINTED NAME	SIGNATURE