

March 26, 2020

TO: All Offerors

FROM: Kathleen McGuiness
Delaware State Auditor
Office of Auditor of Accounts

SUBJECT: Addendum to Request for Proposals (RFP) – AOA20-CPA-001-RVWSVCS

Addendum #1 – Proposers Questions & Office of Auditor of Account’s Answers

Please note: The attached sheets hereby become a part of the above mentioned RFP. All other terms and conditions remain the same.

The Office of Auditor of Accounts (AOA) received the following questions for clarification in response to its RFP posted on March 9, 2020.

1. Do you anticipate extending the bid due date?

No.

2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Nothing further than what is stated in the RFP.

3. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

No.

4. Other than your own website, where was this bid posted?

The RFP was posted on the Delaware Bid Solicitation Directory at <http://bids.delaware.gov/> in accordance with Delaware Code.

5. The term was listed for one year + one renewal option, is this a recurring contract that would be rebid again coming upon the end of any agreement? If recurring, what is the current contract number and vendor providing these services to AOA?

These services would be rebid if the Office of AOA determines the services are still needed based on factors such as staffing levels and availability of funding.

6. On page 6 of 48, Section 7.1 states “The Cost Section must contain detail cost information relative to the providing the services as described in this RFP, including hourly rates of those assigned.”

Since we do not know the number of audits or investigations that may be assigned by the AoA, should the detailed cost information just indicate the rates for the partners, managers or supervisors who may be assigned to provide the services or should we assume an average of a certain amount of hours per week (say 8 to 12 hrs per week) and determine a maximum projected fee estimate for one year?

Please provide rates of the different levels of individuals to be assigned.

7. On page 10 of 48, Section 9.1.c addresses the specific engagement approach and corresponding work plan.

Similar to the above question, a work plan is supposed to include certain elements, but since we do not know the number of audits or investigations that may be assigned by the AoA, we want to confirm that the Proprietary Section should not include any potential hours for the specific engagement approach and work plan. Is our understanding correct?

Correct. That will depend upon the particular engagement assigned.

8. Is this RFP for the renewal/continuation of similar services currently performed for the AOA?

We are currently receiving similar services; however, this will be for a new contract.

9. If the response to #1 is yes, who currently provides these services?

Various firms.

10. If the response to #1 is yes, how many reviews/investigations have been performed in a given year on average and can you describe the type of work performed (review of single audits, review of corrective actions, investigations of findings, etc.)?

We have received these services for performance audits, agreed-upon procedures, and investigations.

11. Can you describe the differences between 1st and 2nd Level and Quality Control reviews as described in Section 4.1 of the RFP?

Generally, 1st Level review is a detailed review of all workpapers and 2nd Level is a review of the most important aspects of the engagement (i.e., that findings and conclusions are adequately supported). AOA's Quality Control Manual provides more specific definitions of these review requirements which will be supplied to the awarded contractor(s).

12. If the response to #1 is yes, approximately how many hours were incurred by the firm performing these services in an average year?

Unknown.

13. Section 4.4.a of the RFP references that "AOA has sole authority to issue reports". Are all reports issued under this contract issued in the name of AOA or does AOA authorize the issuance of reports under the Contractor's letterhead?

All reports issued under this contract will be issued in the name of AOA, not the Contractor.