

DDOJ Forensic / Investigative Auditing and Related Services RFP

QUESTIONS and ANSWERS

RFP # LGL12002-FrnscAcct

Addendum #2

March 2, 2012

Please Note: THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE MENTIONED RFP.

The DDOJ in response to its RFP posted on February 27, 2012 received the following questions for clarification.

Timing: Based on an award date of 3/19/2012, contract execution within 5 days and response within 3 days, the successful bidder could potentially be required to have an audit team in the field by 3/27/2012 for an indefinite period.

Question: Is the work under this RFP is already anticipated based on investigations already underway of previous events?

Answer: Yes.

Question: Is a 3/27 audit fieldwork start date likely?

Answer: Yes.

Could a later start date be negotiated based on availability of personnel?

Answer: Possible.

Volume: There is no indication of the volume of work anticipated under the RFP.

Question: Is the RFP being issued for a specific project and if so is there an anticipated number of hours or days that will be required?

Answer: At this time, there is no anticipated number of hours or days required to complete the project.

Personnel: Contract Conditions Paragraph N: Licenses and Permits states "Any individual assigned by the successful individual(s) / firm(s) must possess a professional license from the Delaware Board of Accountancy."

Question: Is it correct to assume that ALL individuals assigned in any professional capacity to perform audit / investigatory work under this contract must have a Delaware permit to practice as a CPA?

Answer: No. If the work being performed by the individual/firm does not require licensure, none is required. However, any work required to be covered by a licensed CPA must be done by an individual licensed by the State of Delaware.

Delaware Business License – Under RFP Section IV Required Information A. Minimum Requirements

Question: We are interested in bidding but do not have business license in Delaware, which is listed as a minimum requirement. Is this requirement absolute and is there any substitute you will accept?

Answer: The requirement is that you either have a Delaware Business license at the time of proposal or have proof that you are applying for a license. Either of these would be acceptable.

Scope of Service- Under RFP Section II Scope of Service A. General Scope. The DDOJ will enter into a contract under which the selected individual or firm will perform investigative/forensic audits of public recording systems.”

Question: Could you please further define which specific systems the DOJ considers “public records systems”?

Answer: Any records system operated by any one of the three counties of the State of Delaware or a State of Delaware agency.

Question: Could you please identify any third-parties we should be aware of for conflict of interest clearing purposes?

Answer: At this time, there are no specific parties which can be identified to show potential conflicts of interest. During the course of the project, information may arise in which a conflict may be discovered.

Scope of Service- Under RFP Section II Scope of Service A. General Scope b) Fixed Hourly Rates – Hourly rates for all the offeror’s employees to be involved in the investigative/forensic audits must be specified.

Question: With regard to the fixed hourly rates presented in the proposal, would you prefer one rate for each level of employee? Or is a breakdown by employee level and experience in that employee level more appropriate?

Answer: We would like the full breakdown of rates by employee level and experience in that employee level.