



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFP NO. 16-600

***PERFORMANCE AUDIT, DEPARTMENT OF COMMERCE PROGRAMS FUNDED BY A
DOCUMENT RECORDING SURCHARGE.***

AMENDMENT NO. ONE (1)

OFM RESPONSE TO BIDDER QUESTIONS

04.01.2016

OFM Answers to Bidders' Questions

This OFM Answer to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFP. However, some of the answers may also supplement or change what was previously stated in the RFP or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.

Bidders' Questions & Answers

Question 1: ***Content: In Section 3.3. a (1) it states: "indicate the experience any subcontractors have in the following areas:" It appears there may be text missing after this statement. Can you elaborate on what experience you are referring to?***

ANSWER: The sentence "Indicate the experience any subcontractors have in the following areas:" that appears at the end of last paragraph of Section 3.3 a (2) is a typographical error. The correct requirement appears at the end of the first paragraph of this section with the statement "Include experience and significant accomplishments relative to:" followed by a list of items labeled a through c.

Question 2: ***Admin Requirements: In Section 2.7, it states: "In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE)." Does the State desire participation of a firm that qualifies as a Veteran Owned Business, as a subcontractor on a prime bid? Would the State accept federal certification such as sdvosb (service disabled veteran owned small business) which is the certification that is widely accepted for federal contracts for a Veteran Owned Business?***

ANSWER: The state encourages contracting with Veteran-Owned businesses and will accept a federal certification.

Question 3: ***Does the Washington State Office of Financial Management (the Agency) anticipate that the selected consultant will be performing in-person field work in every county? If so, please provide any detail that may be available with respect to the Agency's expectation in terms of field work logistics, timing, etc.***

ANSWER: OFM expects the selected consultant to propose a methodology for assessing program performance at the county/sub-grantee level, but there is no expectation that the selected consultant will visit all 39 counties in Washington or all the many sub-grantees within the state.

Question 4: ***Will the Agency be agreeable to the use of surveys sent electronically to the counties, with the purpose of collecting preliminary information from the counties regarding the procedures in place to administer their surcharge funds and monitor their use?***

ANSWER: OFM would agree to the use of electronic surveys as a data gathering tool.

Question 5: *If available, please provide the name of the applications/automated systems used by Washington State Department of Commerce (Commerce) to monitor and support the programs.*

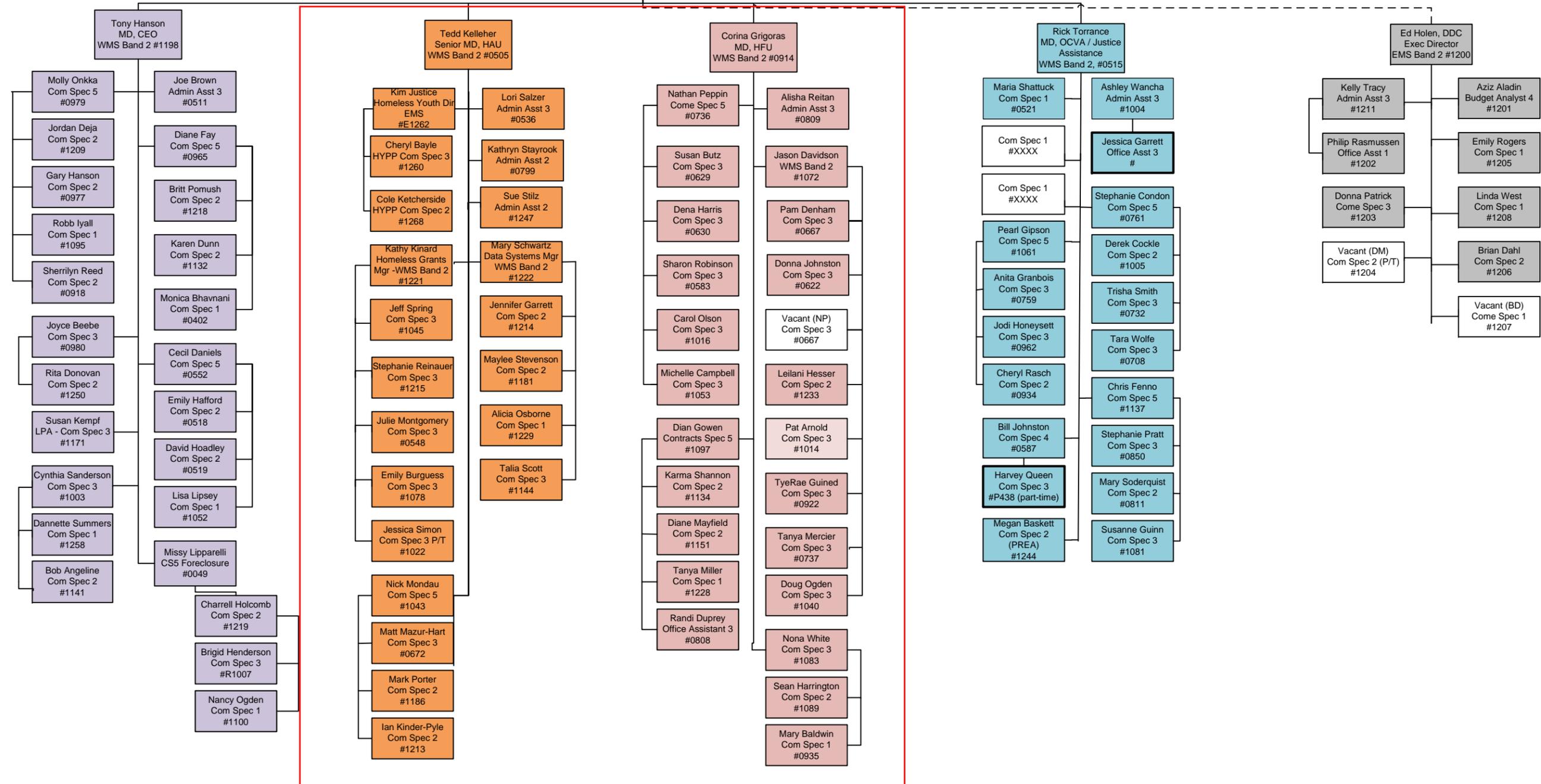
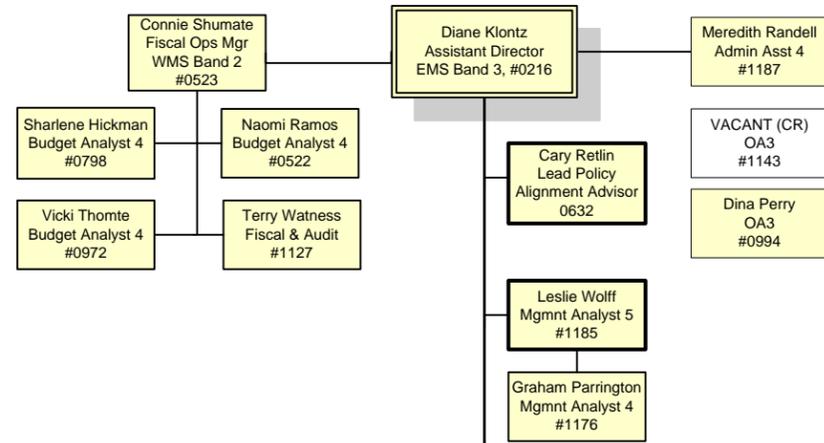
ANSWER: The Department of Commerce uses a “Homeless Management Information System (HMIS)” and a contracts management system (CMS) to monitor and support housing/homelessness programs. The department used an off-the-shelf HMIS system for the last eight years, but just implemented a new off-the-shelf HMIS system this week. They are still working through some bugs and finishing-up full implementation, including various reporting tools within the system. The CMS was built in-house. It pulls data directly from the state Agency Financial Reporting System (AFRS). Commerce has a high degree of confidence in the CMS.

Question 6: *If available, please provide an organizational chart of Commerce as it relates to the administration/management of the housing programs.*

ANSWER: Attached is the organizational chart for the Department of Commerce’s Housing and Community Services Division. The Housing Assistance Unit (HAU) and the Housing Finance Unit (HFU), both enclosed in the red rectangle, administer the programs subject the audit.

Community Services and Housing Division

Administration
Community Economic Opportunities Unit
Housing Assistance Unit
Housing Finance Unit
Office of Crime Victims Advocacy/Public Safety
Developmental Disabilities Council



Denotes Non-Perm or Project Appointment