



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

RFQQ #19-100

Independent Expenditure Review

AMENDMENT NO. ONE (1)

OFM RESPONSES TO BIDDER QUESTIONS

08.19.2019

OFM Answers to Bidders' Questions

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

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

Bidder Questions & Answers

Question 1: *1.2.a. Scope of Work: The scope of work states the report will be in accordance with AICPA Codification of Statements on Auditing Standards AT-201. This reference is incorrect. The Auditing standards are codified in the AU-C sections of the AICPA Professional Standards. The Attestation standards are codified in the AT-C sections of the AICPA Professional Standards. The “AT-201” has been replaced in the Attestation Standards and the new standards are labeled AT-C. Please clarify if this is an audit (financial or compliance) under the AU-C codification standards or an attestation (examination, agreed-upon procedures, or review) under the AT-C codification standards. And which type of audit or attestation.*

ANSWER: This is an agreed-upon procedures engagement per the AT-C codification standards.

Question 2: *1.2 Scope of Work: Please confirm that the offeror is only to propose a cost to do one engagement (audit or attestation per the above question) for the two-year period and is not to propose a cost for the optional additional term identified under Section 1.5*

ANSWER: The bidder is only to propose a cost to do one engagement for the two-year period.

Question 3: *2.4 Submission of Proposals: Section 2.4 indicates the proposal should be submitted via email in Word or PDF. However, Section 3 (Proposal Contents) states the proposal must have tabs separating the major sections of the proposal. Please clarify how tabs should be inserted into an electronic Word or PDF document. Would a Table of Contents that clearly identifies the major sections suffice?*

ANSWER: A Table of Contents that clearly identifies the major sections would suffice.

Question 4: *3.1 Proposal Contents, Administrative Requirements, Section E – References: Please clarify if the same references can be used for the Bidder and the lead staff person. If the lead staff person has been with the bidder’s firm for an extended period of time, wouldn’t the references be the same? Please distinguish the types of references if the lead staff person cannot use the references of the firm/bidder.*

ANSWER: The lead staff person and bidding firm must both submit references, which is typical for OFM contracts. The types of references used can be determined by the bidding agency/firm.

Question 5: *3.1 Proposal Contents, Administrative Requirements, Section E – References: Also please clarify why the AGENCY cannot be used as a reference if the Bidder has performed significant, related work for OFM and/or DOC.*

ANSWER: State law (RCW 39.26.120) requires state agencies to engage in a competitive solicitation process for purchases or contracts in which each bidder has equal and open opportunity to be successful. There exists the possibility that the evaluation team may contain OFM staff who have worked with one or more potential Bidders. Therefore, using OFM as a reference could provide an advantage, or the perception of an advantage, to one bidder over the others.

Question 6: *3.3 Quotation: Please clarify if this is a T&M or fixed price contract.*

ANSWER: This is a fixed price contract.

Question 7: Please clarify if this is a T&M or fixed price contract, if administrative/overhead expenses that are included in the fully burdened, hourly labor rates must be separately identified in the quote or if the administrative/overhead expenses mentioned in the RFQQ refers to additional hours or costs by the Bidder for administrative or overhead functions/costs.

ANSWER: Yes, please identify administrative/overhead expenses included in the fully burdened, hourly labor rates.
