

**STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION**

**REQUEST FOR QUALIFICATIONS AND QUOTATIONS
RFQQ No. 2011-16**

ADDENDUM 02 – CONSULTANT Q&A

Note to potential respondents:

This Addendum is intended to revise, clarify and become part of the Independent Federal Audits and Subrecipient Monitoring RFQQ NO. 2011-16, issued January 5, 2012.

All amendments, addendums, and notifications will be posted on the OSPI Web site and released via the Washington Electronic Business Solution (WEBS) Website.

QUESTION: As a national firm with extensive governmental experience in the State of Washington, we want to include in the proposal all of our audit staff within the State of Washington who are qualified to work on this type of an engagement. Will that put us at a disadvantage?

ANSWER: As long as any potential audit staff mentioned in the proposal meet the minimum qualifications of the RFQQ, and are not currently a Washington State employee, your firm will not be at a disadvantage.

QUESTION: [Our company] operates in 25 states with about 500 partners. Do we need to list every partner in the firm in the proposal, or can we limit it to those within the state who will be working on the assignments?

ANSWER: Please list only potential staff that may be working in Washington on this assignment.

Questions from Addendum 01:

QUESTION: I would like to receive the names of the previous successful Consultants and their respective composite hourly rates for the contract term ending on or about March 31, 2012. As stated in your RFQQ, this information is considered publicly available for all successful Consultants. Please advise if there are additional action steps required by me to obtain this information.

ANSWER: The information you are requesting can be obtained through a Public Records Request. To submit a formal request, please visit <http://www.k12.wa.us/publicrecordsrequest/default.aspx>. If you have questions, feel free to contact OSPI's Public Disclosure Officer at publicrecordsrequest@k12.wa.us.

QUESTION: What was the composite hourly rate of the successful bidder(s) in the prior contract period?

ANSWER: The information you are requesting can be obtained through a Public Records Request. To submit a formal request, please visit <http://www.k12.wa.us/publicrecordsrequest/default.aspx>. If you have questions, feel free to contact OSPI's Public Disclosure Officer at publicrecordsrequest@k12.wa.us.

QUESTION: How many audits under OMB Cir A-133 are anticipated to be performed?

ANSWER: OSPI will assign two (2) required OMB Circular A-133 audits, which must be completed by June 30. Both of these audits will take place in Western Washington.

QUESTION: How many monitoring reports are anticipated to be performed? Of the above audits and monitoring reports, how many are anticipated to be in Western Washington and how many in Eastern Washington?

ANSWER: The number and type of audits/monitoring engagements that need to be conducted are determined annually based on audit requirements and the amount of funding from United States Department of Agriculture. Once the number of successful firms is determined, assignments will be made, and the firm will provide estimates for approval. Once those estimates are received, the number of audits/monitoring engagements to be conducted within available funds will be determined. Cost estimates are based on the number of estimated hours to complete the assignment multiplied by the contractor's successfully proposed composite hourly rate. OSPI reserves the right at its discretion to extend the contract for up to two additional yearly audit periods at the same composite hourly rate.

In fiscal year 2011, OSPI paid \$162,646 to three (3) firms for contracted services to perform audits/monitoring engagements. Of this amount, there were twenty (20) engagements consisting of three (3) OMB Circular A-133 audits (all in Western WA), and seventeen (17) for-profit and nonprofit agreed-upon procedures engagements (nine (9) in Western WA and eight (8) in Eastern WA).

Since for-profit entities are not required to follow A-133, OSPI has developed a separate audit guide for these audits, which we define as agreed-upon procedures.

QUESTION: [Provide a] List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

ANSWER: Please refer to RFQQ No. 2011-16 on OSPI's procurement website: <http://www.k12.wa.us/RFP/default.aspx>.

QUESTION: [What are the] Names of countries that will be eligible to participate in this tender?

ANSWER: This procurement is open to those consultants that satisfy the minimum qualifications stated in Section A.6 of the RFQQ.

QUESTION: [Provide] information about the Tendering Procedure and Guidelines.

ANSWER: As a state agency, OSPI must follow all policies and guidelines directed by our State Office of Financial Management (OFM):

<http://www.ofm.wa.gov/contracts/resources/default.asp#procurement>.

QUESTION: [Is there an] estimated Budget for this Purchase?

ANSWER: There is not a maximum estimated budget for this RFQQ. Consultants shall submit cost proposals based on hourly rates of all staff identified for assignment to the project and other administrative costs, and determine one (1) composite hourly rate to be billed to OSPI for work performed.

QUESTION: Any Extension of Bidding Deadline?

ANSWER: Proposals in response to this RFQQ are due to the RFQQ Coordinator no later than 4:30 p.m., Pacific Standard Time (PST) on Tuesday, January 31, 2012.

QUESTION: [Provide] Addendum or Pre Bid meeting Minutes?

ANSWER: Per Section B.5 of the RFQQ, in the event it becomes necessary to revise any part of this RFQQ, addenda will be published on the OSPI website, at <http://www.k12.wa.us/RFP/>. For this purpose, the published Consultant questions and agency answers, and any other pertinent information shall be considered an addendum to the RFQQ and also placed on the agency website. Additionally, all addenda referred to above will be released on WEBS for all Consultants who are registered. It will be the responsibility of interested Consultants to check the website periodically for RFQQ addenda and updates.