

# STATE OF ALASKA

Department of Commerce, Community, and  
Economic Development  
Division of Administrative Services



## INTERNAL AUDITING AND PROGRAM MONITORING FOR THE CDBG-DR AND CDBG-MIT PROGRAMS

RFP 220000007

**Amendment 01**

ISSUED TUESDAY, MARCH 1, 2022

**This amendment is being issued to answer questions and recognize changes to the RFP.**

**Important Note to Offerors:** You must acknowledge this amendment by either (1) signing and returning this page of the amendment document with your proposal, (2) returning this this page of the amendment document with an amendment(s) to a previously submitted proposal, OR (3) acknowledging this amendment on Submittal Form A of your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

Rob Roys  
Procurement Officer  
robert.roys@alaska.gov

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COMPANY SUBMITTING PROPOSAL

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AUTHORIZED SIGNATURE

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DATE

A. The Preproposal Conference was held. Recording of the conference may be requested by contacting the Procurement Officer. Questions and answers from this conference are listed in Item B of this amendment.

B. The following questions were received prior to the deadline or questions. Answers follow each question in **bold**.

1) RFP requires annual SOC reports to be submitted. We have to sign NDAs to obtain these so we can't legally share them. Is there something else we can do to assure you?

**Answer: §3.11 is changed to read "Not applicable to this RFP."**

2) There is mention of an Internal Audit and Monitoring Plan. Does this exist and can we get a copy or is this developed as part of the project?

**Answer: it is under development and outside the scope of this RFP.**

3) Will this project include subrecipient monitoring or just looking at the agency's activities?

**Answer: At this time, we are primarily attempting to comply with HUD guidance regarding internal auditing. The contractor's initial responsibility would be to review DCRA's work. The contractor shall be available to go out and look at subrecipients to ensure that they are submitting complete and accurate invoices, and that they are also in compliance with our approved program and project. The contractor shall be an objective third party looking at our internal activities as well as our activities with our subrecipients.**

4) With the pandemic can this all be done remotely or will on site need to be done?

**Answer: we anticipate that all work required by the RFP may be completed remotely. Note: see answer to Question 5.**

5) If travel is required will you pay travel costs?

**Answer: ¶2 of §3.09 has been replaced with the following:**

**"Although travel is not expected for these services, if it is required and approved by the state in advance, the department will reimburse the contractor for actual travel expenses for coach travel to and from required meetings, any required lodging, meals, and incidentals for the dates of service not to exceed the US DOD Per Diem Rate for the location (see <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm> ). Reimbursement for travel, hotels, meals, and incidentals will be made upon receipt of an original, signed invoice with supporting receipts attached."**

6) Where do you envision subrecipients will be located? State-wide?

**Answer: they are located in Municipality of Anchorage, the Matanuska-Susitna Borough, and the Kenai Peninsula Borough.**

C. The following changes and/or corrections have been made to the RFP.

- 1) ¶1 of §3.09 now reads (emphasis added) “The state **will not** provide workspace for the contractor. The contractor must provide its own workspace.”
- 2) ¶2 of §3.09 has been replaced in its entirety. See the answer to Question 5 in Item B of this amendment.
- 3) §3.10 has been corrected to “Not applicable to this RFP.” SOC reports are not required by this RFP.

<END AMENDMENT 01>