

**DIVISION OF LEGISLATIVE AUDIT  
RFP NUMBER 23-33-02  
AMENDMENT NUMBER 1**



**Division of Legislative Audit**  
Attn: JC Kestel  
State Capitol, 120 4<sup>th</sup> Street, Room 3  
Juneau, AK 99801-1182

**RFP TITLE:** RFP 23-33-02 – COMPLIANCE AUDITS OF SELECT MAJOR FEDERAL PROGRAMS

**RFP CLOSING DATE & TIME:** 2:00PM Alaska Time on November 7, 2022

**DATE AMENDMENT ISSUED:** Wednesday, October 19, 2022

The following changes/additions/clarifications are made to the RFP:

1. On page 1, RFP cover page, first full paragraph, last sentence of paragraph, website link is amended to read as follows:

<https://aws.state.ak.us/OnlinePublicNotices/Notices/Attachment.aspx?id=137335>

2. The deadline for the receipt of Proposals for RFP 23-33-02 – Compliance Audits of Select Major Federal Programs shown on the cover page 1 of the RFP has been amended and the deadline for receipt of Proposals is extended to: **2:00pm, Alaska Time on Monday, November 7, 2022.**
3. On page 5, section 1.04 (Contract Term and Work Schedule), estimated RFP schedule is amended to the following:

The estimated RFP schedule is as follows:

9/25/22	Issue RFP
10/10/22	Pre-Proposal Teleconference
10/28/22	<b>Deadline for Written Questions</b>
11/07/22	<b>Deadline for Receipt of Proposals</b>
12/12/22	<b>Estimated date Division issues Notice of Intent to Award a Contract</b>
12/23/22	<b>Estimated date Contract is signed by Division</b>

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4. On page 33, section 6.02 (Technical Proposal Format), subsection 6 (Other Factors & Required Information), line c “c) *List any special contract terms and conditions the firm/team would like to be considered for inclusion in any contract it might execute with DLA under this RFP. Inclusion of these contract terms are subject to the discretion of DLA.*” is deleted and removed from the RFP.

5. The following questions were received from potential offerors:

- 1) *In RFP section 1.02. Proposal Submission, Delivery and Acceptance, can you please clarify if you would like proposals to be submitted in one email with the cost and technical in two separate pdfs or if you would like prospects to submit two separate emails, one for the cost and one for the technical.*

**Response:** Offerors may provide both proposals as separate PDF attachments in one email or more. Please note that there is a maximum size limit of 20 megabytes (mb) per email with attachments that can be received by the Division as stated in section 1.02 (Proposal Submission, Delivery, and Acceptance) of the RFP.

- 2) *Can you provide a list of local CPA firms in Alaska for possible subcontracting?*

**Response:** A list of CPAs can be obtained from the licensing database maintained by the Alaska Department of Commerce, Community, and Economic Development. The database is located at the following link by selecting the program “Public Accountancy”:

<https://www.commerce.alaska.gov/cbp/main/Search/Professional>

- 3) *In reference to section 1.06 Human Trafficking and submitting our policy against human trafficking, would you like our policy included in the proposal when submitted or when contract negotiations begin? Please clarify whether, in the second paragraph of 1.06, “prior to contract award” means with the offeror’s proposal.*

**Response:** If an offeror conducts business in (but is not headquartered in) a country as explained in section 1.06 (Human Trafficking), the offeror must submit their policy against human trafficking at time of proposal submission and the policy shall be included in the offeror's Technical Proposal.

- 4) *RFP section 1.17 Offeror’s Certification (p. 10) states:*  
*e) the offeror will comply with all terms and conditions set out in this RFP;*

*RFP section 6. Other Factors & Required Information (p. 33) states:*

*c) List any special contract terms and conditions the firm/team would like to be considered for inclusion in any contract it might execute with DLA under this RFP. Inclusion of these contract terms are subject to the discretion of DLA.*

*Please confirm that an offeror may propose contract language (subject to mutual agreement during contract negotiations) and remain compliant with the certification.*

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**Response:** Please see line item 4. above on page two of this amendment that addresses changes to the section.

5) *RFP section 5. Team Experience & Qualifications (p. 33) states:*

*a) Describe each team member's position within the firm (i.e. partner, manager, senior, staff), years employed by the firm, prior experience conducting federal compliance audits, and the prior experience auditing the specific federal programs identified in the RFP. Provide resumes of each proposed team member. List education completed, professional certifications, and professional continuing education taken within the last two (2) years.*

*Please clarify the type of continuing professional education (CPE) you would like offerors to list (all detail for last 2 years, summarized information about the nature of the courses, or simply a summary of hours by NASBA field of study), and whether this information is required for non-audit (e.g., project management) staff that will not work on actual audit procedures.*

**Response:** The RFP does not require the professional continuing education be listed in a specific format. We will accept professional continuing education information in detail form (i.e., the title and hours of specific courses) or in summary form (i.e., hours by NASBA field of study). The professional continuing education is only required to be provided for audit staff.

6) *We respectfully request that DLA consider granting a deadline extension to November 7 or later.*

**Response:** Please see line items 2. and 3. above on page one of this amendment that addresses changes to the RFP schedule.

7) *In reference to section 2.07 Prior Experience, would you like us to individually certify that we meet the requirements of 1-7 or would a statement in the proposal stating that we meet all the minimum requirements in section 2.07 sufficient?*

**Response:** Offerors can provide a statement in their proposal that explains that they meet all the requirements in 1-7 of section 2.07 (Prior Experience) or the offeror can address each requirement individually if they prefer.

End of questions received.

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6. All other terms and conditions of Request for Proposals 23-33-02 will remain as written.

**A signed copy of this amendment and any others issued, in addition to your proposal, must be received by the issuing office prior to the closing date and time for your proposal to be considered responsive.**

JC Kestel, Procurement Manager  
PHONE: (907) 465-6705  
TTY: (907) 465-4980  
EMAIL: [JC.Kestel@AKLeg.gov](mailto:JC.Kestel@AKLeg.gov)

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NAME OF COMPANY

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AUTHORIZED SIGNATURE

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TITLE

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PRINTED NAME

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