

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

REQUEST FOR PROPOSALS NO. 23-DMF-RFP-421

ADDENDUM NO. 1

Arlington County's Request for Proposals No. 23-DMF-RFP-421 for Internal Audit Services is amended as follows:

1. Reference Proposal Due Date is hereby: Changed to:

ELECTRONIC SEALED PROPOSALS WILL BE RECEIVED BY ARLINGTON COUNTY VIA [VENDOR REGISTRY](#), UNTIL 1:00 P.M. ON THE 12TH DAY OF DECEMBER 2022. IN ORDER TO SUBMIT A RESPONSE TO THIS REQUEST FOR PROPOSAL, VENDORS ARE REQUIRED TO REGISTER ON VENDOR REGISTRY. NO RESPONSES WILL BE ACCEPTED AFTER THE PROPOSAL DUE DATE AND TIME.

The following clarifications are made as a result of vendor inquiries:

1. The Conflict of Interest Statement is required to be notarized prior to submission - does the notary have to be a Commonwealth of Virginia or can we use another state's notary for the location of the person authorized to sign?
Answer: No, the notary does not have to be a Commonwealth of VA notary. Yes, Offerors may use another state's notary of the location of the person authorized to sign.
2. Does the County have an expected number of annual hours or dollars it plans to utilize selected vendor(s) for in 2023 to complete the services outlined in the RFP?
Answer: Any work is expected to begin on July 1, 2023 – FY 2024.
3. Has the County utilized outside firms for similar work in the past few years? If so, can the County quantify in terms of hours or dollar spend the extent of this usage?
Answer: The FY budgets were approximately \$200,000.
4. What is average time it takes the County's Internal Audit function to perform an audit from beginning to end, taking into account the time it takes to obtain management's responses to any audit findings?
Answer: The timing of an internal audit can vary based on the nature, objectives and scope of the audit. The timing can range from 6 months to over a year.
5. If the vendor issues audit reports, do they need to be on the vendor's letterhead or does the County want them on the County's letterhead?
Answer: The vendor's audit reports are issued with both the Arlington County and the vendor's letterhead.
6. On page 14 the County requests that each training session be at no cost to the County. Can the County confirm that this means that the contractor cannot bill for costs other than the hours to prepare and provide the training?
Answer: No, the Contractor will not be able to charge for the development and delivery (in hours) of the training. The cost to prepare and deliver the training will be at the vendor's expense. No costs

will be billed to the County or reimbursed by the County, including the costs to prepare and provide the training.

7. Can the County confirm if the Internal Auditor will consider previous work with Arlington County and/or the Internal Auditor when evaluating a firm's experience and qualifications?

Answer: Please review Section V. Proposal Requirements, 6. Proposals Evaluation Criteria and Weights and 7. Proposal Submittal Elements, c. Firm Experience and Qualification and d. Firm's Project Team Experience and Qualifications. A County Selection Advisory Committee will review and evaluate all written proposals based on the criteria identified in the solicitation.

8. Could you please clarify who are considered key personnel?

Answer: The key personnel would be the principal auditors working on the Arlington County assignments and their management staff.

9. Are staff and senior staff required to be included in the organizational chart/staffing plan? Should we include resumes for them as well?

Answer: Yes. The senior staff responsible for managing the auditors that are performing the audits must be included in the organization chart and resumes must be submitted. Please reference Section V. Proposal Requirements, 7. Proposal Submittal Elements, D. Firm's Project Team Experience and Qualifications (Resumes), number 3.

10. For the cost proposal, may we respond with only our fully burdened rates as opposed to a breakdown of "Direct Hourly Rates" and "Overhead and Profit Rates"? For example, GSA rates that we use as a basis are not split by the requested categories.

Answer: Offeror must use the Attachment A – Cost Proposal with the fully burdened hours broken out accordingly.

11. Regarding the "3. TRAINING – The Contractor shall provide at least four trainings per calendar year to a broad audience of County employees on topics related to internal controls. Each training session will last no longer than three hours and be at no cost to the County." Will the contractor be able to charge for the development and delivery (in hours) of the training? It is our understanding that we would not be charging the individuals for receiving the training.

Answer: No, the Contractor will not be able to charge for the development and delivery (in hours) of the training. The cost to prepare and deliver the training will be at the Contractor's expense. No costs will be billed to the County or reimbursed by the County, including the costs to prepare and provide the training.

12. Will the contractor be requested to report up to the board on the results of any audit?

Answer: Generally, the contractor will not report to the Board. There may be a unique case where the contractor will be requested to brief the board.

13. Can you please confirm that all reports will be delivered using the contractor's letterhead?

Answer: The reports will be issued with joint letterhead – Arlington County and the vendor.

14. Can you please provide the budget details for the last three years? Who has been the contractor used? How many hours per year and at what rates?

Answer: The annual budget for this effort has been approximately \$200,000. The County has used RSM LLP. The hours are not readily available. The rates are detailed below.

Title	FY 2021 - FY 2023
Partner	\$336
Director	\$302
Manager	\$255
Sup/Senior	\$197
Staff	\$150
Clerical	\$93

15. What is the anticipated budget for this contract?

Answer: The FY 2024 budget has not yet been adopted.

16. Can you please confirm that the Arlington County business license is not required for the proposal, but will be required to contract upon selection?

Answer: Business License is not required for proposal submission; however, it may be required for contract execution.

17. For the qualifications and references, are we able to include references that are current clients that we have completed individual projects for, but not completed the entire contract?

Answer: Yes. Please reference Section V. Proposal Requirements, 7. Proposal Submittal Elements, C. Firm Experience and Qualifications, number 3.

18. Can you please provide information (average time to complete in individual hours and total months) related to the audits completed in the last 3 years?

Answer: This data is not readily available. The timing of an internal audit can vary based on the nature, objectives, and scope of the audit. The timing can range from 6 months to over a year

The balance of the solicitation remains unchanged.

Arlington County, Virginia

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RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:
OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____