

Addendum 1

Project: 2021-815 On Call Design Build / GCCM Statewide Audit Consultant

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Questions and Answers

1. Page 3 (Submittal Requirements) references Attachment 1. Can you please provide a copy of this?
Attachment 1 has been uploaded to the [Current Advertised Projects](#) page on the Department of Enterprise Services (DES) website.
2. Page 3 (Submittal Requirements) references Federal Form 330 (Part II Only). Does this need to be filled out separately by a subcontractor as well?
Form 330 should be completed by the bidders, we are not anticipating tier subcontractors for this scope.
3. Our firm may be already registered with Washington's Electronic Business Solution. Will it cause problems on your end if we create a new vendor registration for these owner audits in the system?
This should not create any issues, as this RFQ is utilizing WEBS for notifications only, not for the SOQ submittal.
4. The Vendor Registration asks for the # of Employees in the firm. In the spirit of trying to get you the information you are looking for, are you asking for the number of employees in the whole firm or the number located in Washington?
We are interested in the proposed team, regardless of location, not overall company.
5. Given the current pandemic is the state amenable to audits and correspondence being conducted electronically versus in person?
Currently yes, however DES is open to any methods that best support our auditing goals and may change with any developing conditions or directives from other agencies.
6. Does the 15-page limitation include the following:
 - a. Front cover page
 - b. Table of contents
 - c. Cover letter
 - d. Federal Form(s) 330 – Part IIAny information that addresses the selection criteria is subject to the 15-page limit.
This includes:
 - Resumes and References (if choosing to submit references prior to Phase 2.)

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- Standard Form 330, Part 1 (if included)
- Cover Letter

This does not include:

- Standard Form 330, Part 2
- Tabs (unless they have pictures or more information than category name)
- Cover Page (unless it has pictures or more information than project number, project title, firm name and address block)
- Attachment 1 which identifies your point of contact for the solicitation, office locations and Diverse Business certification general information

Recommendation: The shorter the better, keep your information clear and concise.

7. Are additional points rewarded for the utilization of diverse businesses as subconsultants?

No.

8. Can you speak to the scope of projects we would be auditing?

This will be discussed at the informational meeting on October 6, 2020 at 11:00 am:

<https://des-wa.zoom.us/j/96495882307?pwd=TmlIcy9hMXR1RjBxOGJ5Um82cVIIUT09>

Meeting ID: 964 9588 2307

Password: 298865

9. Does the state prefer that other pertinent data included in our response also follow the SF330 format (for instance, Section E: Resumes, Section F: Project Examples)

No.

10. Are there any incumbents?

No.

Additional questions will be answered at the informational meeting on October 6, 2020 with an addendum to follow.