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| Reference |  |  |
| Section 1.7, page 7 | **Vendor Question** | Section 1.7f refers to Attachment B: Description of Offeror. We are not seeing this document/attachment. It looks like Attachment B on page 23 is the Vendor Certification Form, Attachment C is the Location of Workers Utilized by Vendor, Attachment D is References and Attachment E is Financial Review Form and there is not actually an attachment F as noted on page 7. Please confirm the proposal content section at 1.7 should only list out Attachments A through E and there is no Description of Offeror document. |
|  | **Agency Response** | Section 1.7f inadvertently listed an attachment for Description of Offeror. Please see revised Proposal Contents for Section 1.7f-j below or reference the Table of Contents.1. Completed and signed Attachment B: Vendor Certification Form
2. Completed Attachment C: Location of Workers Utilized by Vendor
3. Completed Attachment D: References
4. Completed Attachment E: Financial Review Form
5. *Deleted*
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| Section 3.0, page 12 | **Vendor Question** | Section 3 states that the proposal in its entirety is not to exceed 15 pages. Does this include the Cost Proposal as well? |
|  | **Agency Response** | Yes, the technical proposal and cost proposal combined should not exceed 15 pages. |
| Section 3.0, page 12 | **Vendor Question** | Section 3 states that the proposal in its entirety is not to exceed 15 pages. Does that include the required attachments A, B, C, D and E? |
|  | **Agency Response** | No, attachments are not included in the 15-page limitation. |
| Section 3.0, page 12 | **Vendor Question** | Section 3 states that the proposal in its entirety is not to exceed 15 pages. Is it possible to address each question within the technical proposal but then refer to exhibits for further details (where needed) and have the exhibits not be subject to the 15-page maximum requirement? |
|  | **Agency Response** | Yes, attachments are not included in the 15-page limitation. |
| Section 3.0, page 12 | **Vendor Question** | The technical proposal (Question 2.A) asks for the percentage of time for each senior and highest-level personnel will be on site. As the predecessor auditor, we took a hybrid approach where we spent some days on site and some days remote, but the days and frequency were discussed with the Agency prior to commencement of the audit. We would take the same approach if we were engaged to perform the upcoming audit where it would be determined based on the preference of the Agency. Does the finance team have a preference given that the engagement team can take a fully on-site, fully remote or hybrid approach? |
|  | **Agency Response** | The Agency would prefer either an in person or hybrid approach. We operate in a hybrid format so are able to accommodate either. |
| Section 3.0. pages 12 and 13 | **Vendor Question** | The technical proposal (Question 2) is to include bios of the engagement team. Can bios be included as a separate attachment/exhibit that is not subject to the 15-page maximum requirement? |
|  | **Agency Response** | Yes, attachments are not included in the 15-page limitation. |
| Section 3.0, page 13 | **Vendor Question** | Questions 1 through 7 under the Cost Proposal section are typically addressed within the Technical Proposal under audit approach. We wanted to confirm that it should be addressed within the Cost Proposal and not actually the Technical Proposal. |
|  | **Agency Response** | Yes, please address questions 1 through 7 under the Cost Proposal section within the document titled, “Cost Estimate.” These items may be addressed in the Technical Proposal as well so long as cost is not discussed in the Technical Proposal. |
| Section 7.0, page 17 | **Vendor Question** | Section 6.7 says vendors must execute the RFP and sign the vendor info in section 7.0 and return it with the proposal. Should this vendor information box be completed and added as an attachment to our proposal? |
|  | **Agency Response** | Yes, please attach the executed RFP to the proposal. Attachments are not included in the 15-page limitation. |