



## **Request for Proposals (RFP)**

# **Management Consulting Services and Financial and Performance Audits**

**No. 06-80101500-J**

**ADDENDUM NO. 2**

**Questions and Answers  
RFP Amendments**

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN §120.57(3), FLORIDA STATUTES, OR FAILURE TO FILE A BOND OR OTHER SECURITY WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

Any protest concerning this agency decision or intended decision must be timely filed with the Agency Clerk. Protests may be filed by courier, hand delivery, or regular mail at: Department of Management Services, Office of the General Counsel, Attention: Agency Clerk, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 32399-0950. Protests may also be filed by fax at 850-922- 6312, or by email at [agencyclerk@dms.myflorida.com](mailto:agencyclerk@dms.myflorida.com). It is the filing party's responsibility to meet all filing deadlines.

Please Note: This Addendum No. 2 does not need to be returned with the Proposal.

**Section 1:**

Contained herein are modified responses to some of the questions submitted to the Department of Management Services (Department), the answers for which were posted in Addendum No. 1 on April 15, 2020. The Department hereby amends Request for Proposals No. 06-80101500-J as noted within this Addendum. In the event of a conflict between previously released information and the information contained herein, the information herein shall control. The information included in this addendum is now made part of this solicitation.

#	Question	Answer
7.	Does a vendor have to supply all services (i.e., those listed in section 4e of the state term contract) within a service category?	<del>Yes.</del> <u>No.</u>
17.	Attachment D – FPA – Section IV, Statement of Work, paragraph e., Services - Must the vendor have expertise in all areas listed (i.e., financial statements, segment audits, internal controls, economy, and program result/frauds) in order to successfully propose or is the State looking for vendors with expertise in each area separately? For example, we specialize in internal controls and program audits (including performance audits) but we do not do basic financial statement audits. Does this preclude us from bidding or preparing a responsive proposal in the view of the State as the evaluation criteria does not differentiate the different types of services and only provides four categories of scoring.	The RFP lists two categories of services. Respondents are not required to respond to both categories but are required to provide pricing for all job titles within the category they are responding to. <u>Respondents are not required to have expertise in all areas listed and are not precluded from submitting a Proposal if they do not offer all services.</u>
37.	Are resumes included within the 20-page limit to Attachment E or F?	<u>No. Please see modifications to RFP Section 5.5.1, Technical Proposal – 130 Available Points for a Service Category; and Attachments E and F, below.</u>  <u>The Technical Proposals for Category 1 and Category 2 are limited to 20 pages each. Any documents submitted as part of the Technical Proposal will count towards the 20 page limit and evaluators will evaluate only those documents submitted as part of the Technical Proposal.</u>
40.	Are resumes included within the 20 page Technical Proposal allocation?	<u>No. Please see the answer to #37.</u>

		<del>Yes. See #37.</del>
44.	Attachment E - Is there a limit to how many resumes the State would like to see proposed for each Service Category position?	<del>No. Please see the answer to #37.</del> There is no limit except that the Technical Proposal must not exceed 20 pages for each service category.
47.	Reference: Attachment E, page 2. Question: We assume resumes will be considered outside the 20-page limit for Technical Proposals. Please confirm.	<del>Please see the answer to #37.</del> <del>No. See #37.</del>
57.	Respondents are warned not to exceed 20 pages describing Experience and Proposed Solution. However, it is suggested that resumes be provided. Would DMS consider excluding resumes from the 20 page limit?	<del>No. Please see the answer to #37.</del>
62.	Attachment E, 2. Services – 55 Available Points, page 2: Are resumes excluded from the 20-page limit?	<del>No. See #37.</del> Yes. Please see the answer to #37.
68.	Attachment E, Section 2 - The evaluation criteria and scoring for “Services” favors firms that offer a wide range of services that can benefit most agencies. Our firm offers specialized services and direct expertise that may benefit only a few agencies. Through discussions, we understand these agencies use this vehicle to obtain services. Is there any consideration in the scoring process to account for firms providing specialized governmental consulting services rather than general governmental consulting services?	<del>No. See modifications to Attachments C, Section IV. e), Services; and D, Section IV. e), Services; and Attachments E and F, below.</del>
69.	Attachment F, Section 2 - The evaluation criteria and scoring for “Services” favors firms that offer a wide range of services that can benefit most agencies. Our firm offers specialized services and direct expertise that may benefit only a few agencies. Through discussions, we understand these agencies use this vehicle to obtain services. Is there any consideration in the scoring process to account for firms providing specialized governmental audit services rather than general governmental audit services?	<del>No. See modifications to Attachments C, Section IV. e), Services; and D, Section IV. e), Services; and Attachments E and F, below.</del>
71.	Will resumes count toward the 20 page limit under the Technical Proposal? Can resumes be included via an appendix?	<del>See #37.</del> No. Please see the answer to #37. Please submit resumes as part of your technical proposal.
84.	Are transmittal letter, staff resumes, and all other provided documentation (with exception of forms) included as part of the 20 page limit?	<del>Resumes are not included within the 20-page limit. Other documents submitted as part of</del> Respondent's Technical Proposal <del>are</del> is limited to a total of 20 pages of information that the Respondent determines is the best representation of Respondent's experience and solution.
92.	Attachment C - Does the State expect Management Consulting Services bidders to demonstrate capabilities across all “services” listed in Services section of Appendix C, or is demonstrated capability in a “subset” of these services acceptable?	<del>Respondents are not required to demonstrate capabilities across all services, however, the</del> Respondent's Technical Proposal is limited to a total of 20 pages of information that the Respondent determines is the best representation of Respondent's experience and solution.
104.	Attachment E 2. - Will the inclusion of resumes to articulate typical resources that we offer to provide services, count towards the 20-page limit? Can we include sample resumes as an attachment or appendix?	<del>See #37.</del> Please see the answer to #37.
118.	If resumes go behind the Experience (project quals) and Services Section (proposed solution) are they also included in the twenty-page limit?	<del>Yes. See #84.</del> Please see the answer to #37.

<b>119.</b>	Even with one page resumes, this greatly limits the additional pages for Experience and the Proposed Solution. Does the Department want to see representative resumes from each of the job categories?	See #84.
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## Section 2:

The following modifies requirements found in the RFP. The variations between the new and the old requirements are highlighted in yellow.

1. **RFP Section 4.1.3, Attachments E & F - Technical Proposal – Resumes & Appendix B, is hereby modified as follows:**

### **4.1.3 Attachments E & F - Technical Proposal (including Resumes & Appendix B)**

The Respondent should submit a completed Technical Proposal containing the information suggested by Attachment E - Technical Proposal Instructions and Evaluation Criteria (for Service Category 1 – MCS) or Attachment F - Technical Proposal Instructions and Evaluation Criteria (for Service Category 2 - FPA), along with any resumes and a completed Appendix B. If the Respondent wishes to be considered for both MCS and FPA services, it should submit a separate Technical Proposal for each Service Category. The Respondent should note that even if it submits a Technical Proposal for each Service Category, the Technical Proposals will be evaluated separately. The Respondent should also note the 20-page limit discussed in Section 5.5.1, below.

2. **RFP Section 5.5.1, Technical Proposal – 130 Available Points for a Service Category, is hereby modified as follows:**

### **Technical Proposal - 130 Available Points for a Service Category**

The Respondent will be awarded up to 130 points for a Service Category based on its submitted Technical Proposal in accordance with the evaluation criteria outlined in the Technical Proposal Instructions and Evaluation Criteria (Attachment E for MCS and Attachment F for FPA). Only the Technical Proposal document submitted by the Respondent will be provided to the Evaluators for evaluation (i.e., the Evaluators will not consider other documents provided in the Proposal when completing their evaluations). If a Respondent submits a Technical Proposal for both categories, each Technical Proposal will be independently evaluated.

**Technical Proposals for each Service Category should be no more than 20 pages (not including resumes or Appendix B) in length. If the Technical Proposal exceeds 20 pages, only the first 20 pages, plus resumes and Appendix B, will be provided to the Evaluators (Note: cover pages and tables of contents are included in the 20-page limit).**

3. **Section IV. e), Services, of Attachment C, State Term Contract 80101500-20-1 for Management Consulting Services, is hereby modified as follows:**

#### e) Services.

The services the Contractor, through its personnel, may shall provide include, but are not limited to:

- Consulting on management strategy.
- Project management.
- Program research, planning, and evaluations.
- Provision of studies, analyses, scenarios, and reports relating to a Customer's mission-oriented business programs or initiatives.
- Executive/management coaching services.
- Customized training as needed to achieve a management consulting objective.
- Assistance with policy and regulation development.
- Assistance with process and productivity improvement.
- Expert witness services in support of litigation, claims, or other formal cases relating to management consulting.
- Advisory and assistance services relating to a Customer's mission-oriented business programs or initiatives.
- Systems alignment and consolidation.
- Comprehensive grants management services related to the Stafford Disaster Relief and Emergency Assistance Act and other related State and Federal grant programs.

- ~~Other MCS-related services as agreed upon by the Contractor and Customer.~~

**4. Section IV. e), Services, of Attachment D, State Term Contract 84111600-20-1 for Financial and Performance Audits, is hereby modified as follows:**

e) Services.

The services the Contractor, through its personnel, may shall provide include, but are not limited to:

- Financial Statements Audits - Audit of financial statements prepared in conformity with standards of accounting issued by SFFAS and by the American Institute of Certified Public Accountants (AICPA).
- Audits of Segments of Financial Statements - Audit of financial information (i.e., statement of revenue and expenses, statement of cash receipts and disbursements, statement of fixed assets, budget requests, and variances between estimated and actual financial performance).
- Internal Controls Audits
  - Audit for compliance with laws and regulations such as those governing the bidding for, accounting for, and reporting on grants and contracts including proposals, amounts billed, and amounts due on termination claims.
  - Audit financial reporting and safeguarding of assets including the use of computer-based systems.
- Economy and Efficiency Audits
  - Assess business practices.
  - Evaluate acquisition of appropriate type, quality, and amount of resources at an appropriate cost.
  - Assess duplication of effort by employees and identify work that serves little or no purpose.
  - Evaluate the optimum amount of resources (staff, equipment, and facilities) in producing or delivering the appropriate quantity and quality of goods or services in a timely manner.
  - Evaluate compliance with requirements of laws and regulations that could significantly affect the acquisition, protection, and use of resources.
  - Assess management control systems for measuring, reporting, and monitoring a program's economy and efficiency.
  - Evaluate reported measures of economy and efficiency.
- Program Results and Program Fraud Audits
  - Assess whether the objectives of a new or ongoing program are proper, suitable, or relevant.
  - Determine the extent to which a program achieves a desired level of program results.
  - Assess the effectiveness of the program and/or individual program components.
  - Determine whether the program complements, duplicates, overlaps, or conflicts with other related programs.
  - Assess compliance with laws and regulations applicable to the program
- ~~Other FPA-related services as agreed upon by the Contractor and Customer.~~

**5. Section IV. f) 2., Minimum Number of RFQs Sent by Customer, of Attachment C, State Term Contract 80101500-20-1 for Management Consulting Services, is hereby modified as follows:**

*2. Minimum Number of RFQs Sent by Customer.*

Customers Utilizing MFMP: All Customers who utilize MFMP must use the MFMP Sourcing application for creating RFQs under the Management Consulting Services State Term Contract. The Customer shall select at least three (3) contractors available under the Management Consulting Services State Term Contract and authorized to provide the type of services being requested, to which to send its RFQ. MFMP sourcing will automatically add an additional five (5) randomly selected contractors available under the Management Consulting Services State Term Contract to the RFQ event. All eight (8) contractors sent the RFQ will receive a notification of the RFQ and may respond. Customers may view the RFQ Contractor List on the event's "Overview" tab. If fewer than eight (8) contractors are available under the Management Consulting Services State Term Contract, and authorized to provide the type of services being requested, the Customer shall send the RFQ to all of the contractors

available under the Management Consulting Services Contract that are authorized to provide the type of services being requested.

Customers Not Utilizing MFMP: Customers who do not utilize MFMP shall create an RFQ document each time they desire to solicit MCS services and shall send the RFQ document electronically via email to at least (8) contractors available under the Management Consulting Services State Term Contract and authorized to provide the type of services being requested. If fewer than eight (8) contractors are available under the Management Consulting Services State Term Contract and authorized to provide the type of services being requested, the Customer shall send the RFQ to all of the contractors available under the Management Consulting Services State Term Contract that are authorized to provide the type of services being requested.

**6. Section IV. f) 2., Minimum Number of RFQs Sent by Customer, of Attachment D, State Term Contract 84111600-20-1 for Financial and Performance Audits, is hereby modified as follows:**

*2. Minimum Number of RFQs Sent by Customer.*

Customers Utilizing MFMP: All Customers who utilize MFMP must use the MFMP Sourcing application for creating RFQs under the Financial and Performance Audits State Term Contract. The Customer shall select at least three (3) contractors available under the Management Consulting Services State Term Contract and authorized to provide the type of services being requested, to which to send its RFQ. MFMP sourcing will automatically add an additional five (5) randomly selected contractors available under the Financial and Performance Audits State Term Contract to the RFQ event. All eight (8) contractors sent the RFQ will receive a notification of the RFQ and may respond. Customers may view the RFQ Contractor List on the event's "Overview" tab. If fewer than eight (8) contractors are available under the Financial And Performance Audits State Term Contract, and authorized to provide the type of services being requested, the Customer shall send the RFQ to all of the contractors available under the Financial and Performance Audits Contract that are authorized to provide the type of services being requested.

Customers Not Utilizing MFMP: Customers who do not utilize MFMP shall create an RFQ document each time they desire to solicit MCS services and shall send the RFQ document electronically via email to at least (8) contractors available under the Financial and Performance Audits State Term Contract and authorized to provide the type of services being requested. If fewer than eight (8) contractors are available under the Financial and Performance Audits State Term Contract and authorized to provide the type of services being requested, the Customer shall send the RFQ to all of the contractors available under the Financial and Performance Audits State Term Contract that are authorized to provide the type of services being requested.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

7. Attachment E, Technical Proposal Instructions and Evaluation Criteria, Service Category 1: Management Consulting Services, is hereby replaced in its entirety as follows:

**Attachment E (REVISED)**  
**Technical Proposal Instructions and Evaluation Criteria**  
**Service Category 1: Management Consulting Services**

The Respondent should prepare and submit its Technical Proposal according to the criteria and instructions provided in this attachment. Responses to this Attachment E should be labeled “Technical Proposal – Service Category 1: Management Consulting Services”. Do not submit **more than 20 pages (not including resumes and Appendix B) in aggregate for Experience and Proposed Solution, including cover page and table of contents**. If the Respondent would also like to be considered for Service Category 2 – Financial and Performance Audits, the Respondent should submit a separate Technical Proposal for Service Category 2 using Attachment F – Technical Proposal Instructions and Evaluation Criteria (Service Category 2: Financial and Performance Audits). Documents should be submitted in PDF format with fully searchable text and image features throughout the document.

Technical Proposal	Available Points
1. Experience	75
2. Proposed Solution	55
<b>Total Available Points for Technical Proposal for Service Category 1</b>	<b>130</b>

**1. Experience – 75 Available Points**

In its Technical Proposal, the Respondent should provide a narrative on the Respondent’s relevant experience, including diverse knowledge and skillsets (preferably with demonstrated experience in providing services relevant to governmental entities), applicable to Service Category 1. A Respondent may, but is not limited to, demonstrate relevant experience by identifying clients and describing past projects. Evaluators will use the following when scoring the experience section:

The Evaluator will evaluate the quality, depth, and relevance of the experience (preferably with demonstrated experience in providing services relevant to governmental entities) in providing Management Consulting Services in accordance with the following guidelines and must base his or her score on the information provided in the Technical Proposal (note: if an Evaluator reviews a Technical Proposal from a Respondent for Financial and Performance Audits, the Evaluator must not consider any of the information provided in that Technical Proposal when evaluating the Respondent’s Technical Proposal for Management Consulting Services).

Evaluation Criteria	Points
Respondent does not demonstrate that it has quality, depth, or relevance in experience in providing Management Consulting Services.	0
Respondent demonstrates a <b>minimal</b> level of quality, depth, or relevance in experience in providing Management Consulting Services.	25



Respondent demonstrates a <b>good</b> level of quality, depth, or relevance in experience in providing Management Consulting Services.	50
Respondent demonstrates an <b>extensive</b> level of quality, depth, or relevance in experience in providing Management Consulting Services.	75

## 2. Services – 55 Available Points

In its Technical Proposal, the Respondent should fully describe **the services it will offer to perform, as identified in its completed Appendix B, from the list of services described in Section IV. e), Services, of Attachment C. Its proposal for carrying out Service Category 1 services, which should** demonstrate the Respondent's ability to provide the services for which Respondent is submitting a Proposal, including the ability to provide the services statewide and to offer diverse knowledge and skillsets. The Respondent may demonstrate its **ability proposal** for providing services by providing relevant information for consideration including, but not limited to, describing a general approach to how Service Category 1 will be provided, describing staffing, and/or providing resumes. Evaluators will consider the following information when scoring the services section:

The Evaluator will evaluate the Respondent's proposal for carrying out Management Consulting Services in accordance with the following guidelines and must base his or her score on the information provided in the Technical Proposal (note: if an Evaluator reviews a Technical Proposal from a Respondent for Financial and Performance Audits, the Evaluator must not consider any of the information provided in that Technical Proposal when evaluating the Respondent's Technical Proposal for Management Consulting Services).

Evaluation Criteria	Points
Respondent's proposal does not, <b>for the services it will offer to perform,</b> demonstrate the Respondent's ability to provide the services statewide and to offer diverse knowledge and skillsets.	0
Respondent's proposal, <b>for the services it will offer to perform,</b> demonstrates that the Respondent has <b>minimal</b> ability to provide the services statewide and to offer diverse knowledge and skillsets.	18
Respondent's proposal, <b>for the services it will offer to perform,</b> demonstrates that the Respondent has a <b>good</b> ability to provide the services statewide and to offer diverse knowledge and skillsets.	36
Respondent's proposal, <b>for the services it will offer to perform,</b> demonstrates that the Respondent has <b>exceptional</b> ability to provide the services statewide and to offer diverse knowledge and skillsets.	55

8. Attachment F, Technical Proposal Instructions and Evaluation Criteria, Service Category 2: Financial and Performance Audits, is hereby replaced in its entirety as follows:

**Attachment F (REVISED)**  
**Technical Proposal Instructions and Evaluation Criteria**  
**Service Category 2: Financial and Performance Audits**

The Respondent should prepare and submit its Technical Proposal according to the criteria and instructions provided in this attachment. Responses to this Attachment F should be labeled “Technical Proposal – Service Category 2: Financial and Performance Audits”. Do not submit **more than 20 pages (not including resumes and Appendix B) in aggregate for Experience and Proposed Solution, including cover page and table of contents**. If the Respondent would also like to be considered for Service Category 1 – Management Consulting Services, the Respondent should submit a separate Technical Proposal for Service Category 1 using Attachment E – Technical Proposal Instructions and Evaluation Criteria (Service Category 1: Management Consulting Services). Documents should be submitted in PDF format with fully searchable text and image features throughout the document.

Technical Proposal	Available Points
1. Experience	75
2. Proposed Solution	55
<b>Total Available Points for Technical Proposal for Service Category 2</b>	<b>130</b>

**1. Experience – 75 Available Points**

In its Technical Proposal, the Respondent should provide a narrative on the Respondent’s relevant experience, including diverse knowledge and skillsets (preferably with demonstrated experience in providing services relevant to governmental entities), applicable to Service Category 2. A Respondent may, but is not limited to, demonstrate relevant experience by identifying clients and describing past projects. Evaluators will use the following when scoring the experience section:

The Evaluator will evaluate the quality, depth, and relevance of the experience (preferably with demonstrated experience in providing services relevant to governmental entities) in providing Financial and Performance Audits in accordance with the following guidelines and must base his or her score on the information provided in the Technical Proposal (note: if an Evaluator reviews a Technical Proposal from a Respondent for Management Consulting Services, the Evaluator must not consider any of the information provided in that Technical Proposal when evaluating the Respondent’s Technical Proposal for Financial and Performance Audits).

Evaluation Criteria	Points
Respondent does not demonstrate that it has quality, depth, or relevance in experience in providing Financial and Performance Audits.	0
Respondent demonstrates a <b>minimal</b> level of quality, depth, or relevance in experience in providing Financial and Performance Audits.	25

Respondent demonstrates a <b>good</b> level of quality, depth, or relevance in experience in providing Financial and Performance Audits.	50
Respondent demonstrates an <b>extensive</b> level of quality, depth, or relevance in experience in providing Financial and Performance Audits.	75

## 2. Services – 55 Available Points

In its Technical Proposal, the Respondent should fully describe **the services it will offer to perform, as identified in its completed Appendix B, from the list of services described in Section IV. e), Services, of Attachment D. Its proposal solution for carrying out Service Category 2 services, which should** demonstrate the Respondent's ability to provide the services for which Respondent is submitting a Proposal, including the ability to provide the services statewide and offer diverse knowledge and skillsets. The Respondent may demonstrate its **ability proposal** for providing services by providing relevant information for consideration including, but not limited to, describing a general approach to how Service Category 2 will be provided, describing staffing, and/or providing resumes. Evaluators will consider the following information when scoring the services section:

The Evaluator will evaluate the Respondent's proposal for carrying out Performance and Financial Audits in accordance with the following guidelines and must base his or her score on the information provided in the Technical Proposal (note: if an Evaluator reviews a Technical Proposal from a Respondent for Management Consulting Services, the Evaluator must not consider any of the information provided in that Technical Proposal when evaluating the Respondent's Technical Proposal for Financial and Performance Audits).

Evaluation Criteria	Points
Respondent's proposal, <b>for the services it will offer to perform,</b> does not demonstrate the Respondent's ability to provide the services statewide and to offer diverse knowledge and skillsets.	0
Respondent's proposal, <b>for the services it will offer to perform,</b> demonstrates that the Respondent has <b>minimal</b> ability to provide the services statewide and to offer diverse knowledge and skillsets.	18
Respondent's proposal, <b>for the services it will offer to perform,</b> demonstrates that the Respondent has a <b>good</b> ability to provide the services statewide and to offer diverse knowledge and skillsets.	36
Respondent's proposal, <b>for the services it will offer to perform,</b> demonstrates that the Respondent has <b>exceptional</b> ability to provide the services statewide and to offer diverse knowledge and skillsets.	55

**APPENDIX B**

**Authorized Services Chart**

**Respondents must place a check next to the services the Contractor, through its personnel, will provide upon award. Note: The services designated through this chart will be the only services the Contractor will be authorized to perform for the life of the Contract.**

**Category 1: Management Consulting Services.**

<b>CHECK</b>	<b>SERVICE</b>
	Consulting on management strategy.
	Project management.
	Program research, planning, and evaluations.
	Provision of studies, analyses, scenarios, and reports relating to a Customer's mission-oriented business programs or initiatives.
	Executive/management coaching services.
	Customized training as needed to achieve a management consulting objective.
	Assistance with policy and regulation development.
	Assistance with process and productivity improvement.
	Expert witness services in support of litigation, claims, or other formal cases relating to management consulting.
	Advisory and assistance services relating to a Customer's mission-oriented business programs or initiatives.
	Systems alignment and consolidation.
	Comprehensive grants management services related to the Stafford Disaster Relief and Emergency Assistance Act and other related State and Federal grant programs.

**Category 2: Financial and Performance Audits.**

<b>CHECK</b>	<b>SERVICE</b>
	Financial Statements Audits - Audit of financial statements prepared in conformity with standards of accounting issued by SFFAS and by the American Institute of Certified Public Accountants (AICPA).
	Audits of Segments of Financial Statements - Audit of financial information (i.e., statement of revenue and expenses, statement of cash receipts and disbursements, statement of fixed assets, budget requests, and variances between estimated and actual financial performance).
	Internal Controls Audits
	Economy and Efficiency Audits
	Program Results and Program Fraud Audits